

What's on the Table?

Hi everybody and welcome to this week's blog. I'm hoping that it will prove to be really useful for you when working on lists in Excel.

Since Office 2007, there's been a new kid on the block in Microsoft Excel. It's called a Table object. Before then, Data Lists were the name of the game.

Converting a data list into an Excel Table is easy and gives you lots more power and allows you to work more efficiently and effectively with the data.

There are a few downers, because although tables are really useful they don't allow you to use all of Excel's list features. For example you can't use the subtotal feature on a table. Should the need arise then you're have to temporarily convert the table back in to a range.

Anyway please find below a few Table tips for you to adopt and adapt.

See you next time.
"Les is more!"

1.1 3 Golden Rules

Keep to these 3 Golden Rules before converting a raw Data List to an Excel Table

1. **No need to Format the Top Row** of the list as Excel will usually recognise it as a Heading Row and will format it for you when you convert a list to an Excel Table
2. **NO** Blank rows (columns) in the DataBase
(Else will prevent the whole list from being sorted)
Manual selection of ranges of cells containing blank rows (columns) is necessary before sorting
3. Select **ONE CELL** inside the DataBase List so that Excel Sorts, Filters, Subtotals, creates Pivot Tables, Outlines, produces Data Forms properly

1.2 Converting a Data List to an Excel Table

1. Make sure the Data List adheres to the 3 Golden Rules above then click on **ONE Cell** in list
2. Click Insert tab, Table drop-down (**Ctrl+T**)
3. On dialog, check cell range (reselect if necessary)
4. Tick My table has headers?
5. Click OK to finish
6. Table now formatted and filtered by default
7. It is important to Name the table:
 - Click Table Tools Design tab, Table Name



1.3 Automatic Benefits of Tables

Easy sorting and filtering	Filter dropdowns added in header row
Quick formatting	Banded row format applied, can choose any of 60 pre-made formats from Table Tools, Design tab, Table Styles on. Hover over an option to get a Live Preview before clicking
Easy data entry & Easy to extend	Start typing in the row below the last row or the column to the right of the last column and Excel extends the table
Formula autofill No copy necessary	Formulas built in the first row are automatically filled down <ul style="list-style-type: none">• In Office 2010, click File tab, Options, Proofing ...• Click AutoCorrect Options, AutoFormat As You Type tab.• Ensure all tick boxes are ticked or alter to suit• Click OK twice to finish
Quick totals	Click Table Tools Design tab, Total Row ... Each cell in the total row can be filled from a drop down ...
'Table' Charts Auto-update	Charts based on a table will automatically update as you edit the data in the table
Pivot Tables	Using a Table as source data for a Pivot Table has a massive advantage as any new rows/columns added to the table will automatically be included in the pivot table
Automatic Names in formulas	When building a formula based on cells from the table Excel uses refs based on the table column headings rather than cell refs eg =[@Qty]*110% (Column L in the example file)
One-click select	Hover over the extreme top LH corner of the table and click with the m arrow (although Ctrl+A works well too!)

Change Size	<ul style="list-style-type: none">• Click 1 cell in table then Table Tools Design tab, Resize Table• Use mouse to select the new range on worksheet• Click OK to finish
Change Style Options	<ul style="list-style-type: none">• Click 1 cell in table then Table Tools Design tab• Experiment with Header Row, Total Row, Banded Rows/Columns, First/Last Column options ...
Convert back to normal cell Range	<ul style="list-style-type: none">• Click Table Tools Design tab, Convert to Range – cells retain data and formatting

Shortcuts List

Ctrl+T	Convert a raw Data List to an Excel Table
Ctrl+A	Select the table - click on ONE Cell in table first