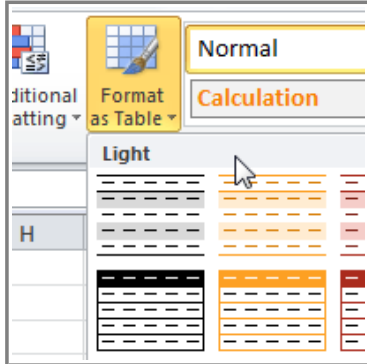




Introduction



Once you have entered information into a spreadsheet, you may want to format it. Formatting your spreadsheet can not only improve the look and feel, but also make it easier to use. In a previous lesson, we discussed many manual formatting options such as bold and italics. In this lesson, you will learn how to **format as a table**, to take advantage of the tools and predefined table styles available in Excel 2010.

Formatting Tables


▶▶▶ Watch the video to learn about formatting tables in Excel 2010.



Watch the video (2:37). [Need help?](#)

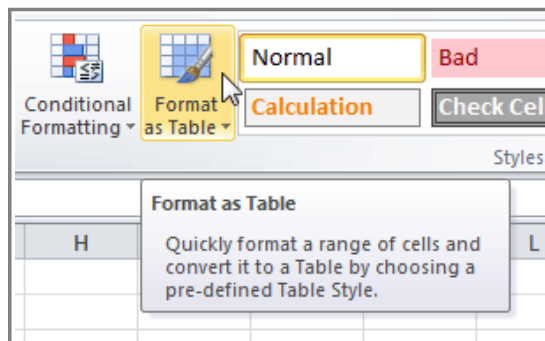
To Format Information as a Table:

1. Select the cells you want to format as a table. In this example, an invoice, we will format the cells that contain the column headers and the order details.

	A	B	C	D
1			Date:	11/13/10
2			Invoice #:	145-10
3	INVOICE		Customer:	Café Aurora
4	Quantity	Description	Unit Price	Line Total
5	5	Fettuccini, Black Bean Flavor	\$12.00	\$60.00
6	7	Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00
7	9	Fettuccini, Thai Basil Flavor	\$10.00	\$90.00
8	6	Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00
9	3	Penne, Massaman Curry Flavor	\$14.00	\$42.00
10	4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00
11				

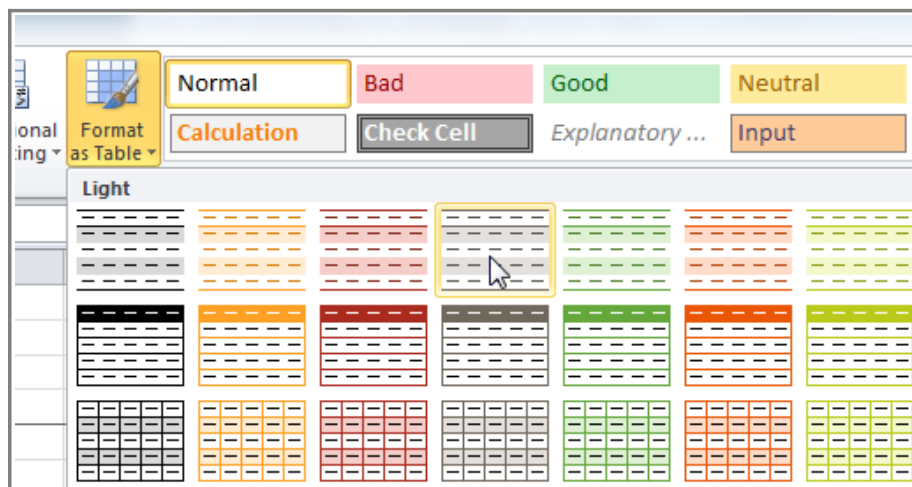
Selecting cells to format as a table

- Click the **Format as Table** command in the **Styles** group on the Home tab.



Format as Table command

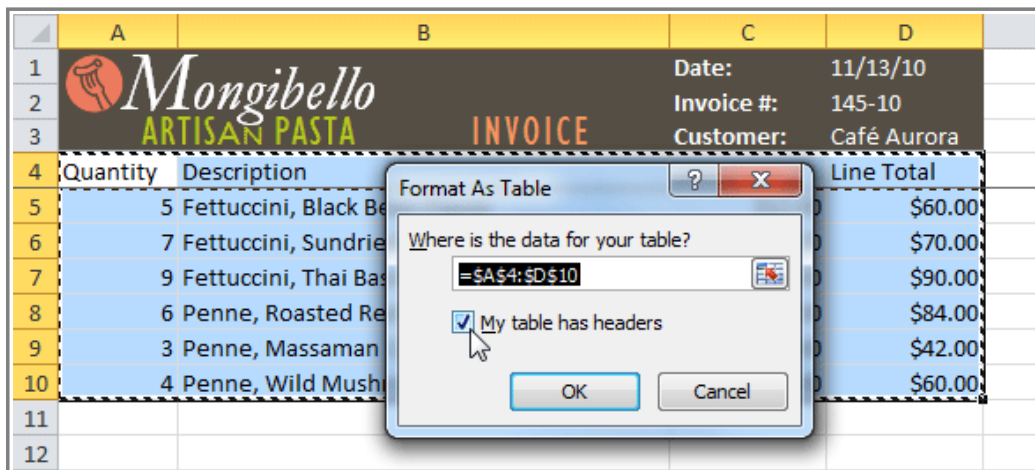
- A list of predefined **table styles** will appear. Click a table style to select it.



Selecting a table style

- A dialog box will appear, confirming the **range** of cells you have selected for your table. The cells will appear selected in the spreadsheet, and the range will appear in the dialog box.

- If necessary, **change** the range by selecting a new range of cells directly on your spreadsheet.
- If your table has headers, check the box next to **My table has headers**.



Creating a table

- Click **OK**. The data will be formatted as a table in the style that you chose.

Quantity	Description	Unit Price	Line Total
5	5 Fettuccini, Black Bean Flavor	\$12.00	\$60.00
7	7 Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00
9	9 Fettuccini, Thai Basil Flavor	\$10.00	\$90.00
6	6 Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00
3	3 Penne, Massaman Curry Flavor	\$14.00	\$42.00
4	4 Penne, Wild Mushroom Flavor	\$15.00	\$60.00

Data formatted as a table

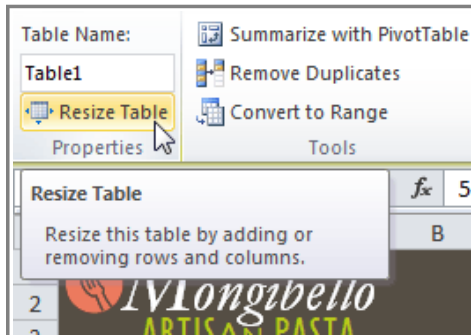
Tables include **filtering** by default. You can filter your data at any time using the **drop-down arrows** in the header. To learn more, review our [Filtering Data](#) lesson.

To convert a table back into "normal" cells, click the **Convert to Range** command in the **Tools** group. The filters and the Design tab will then disappear, but the cells will retain their data and formatting.

Modifying Tables

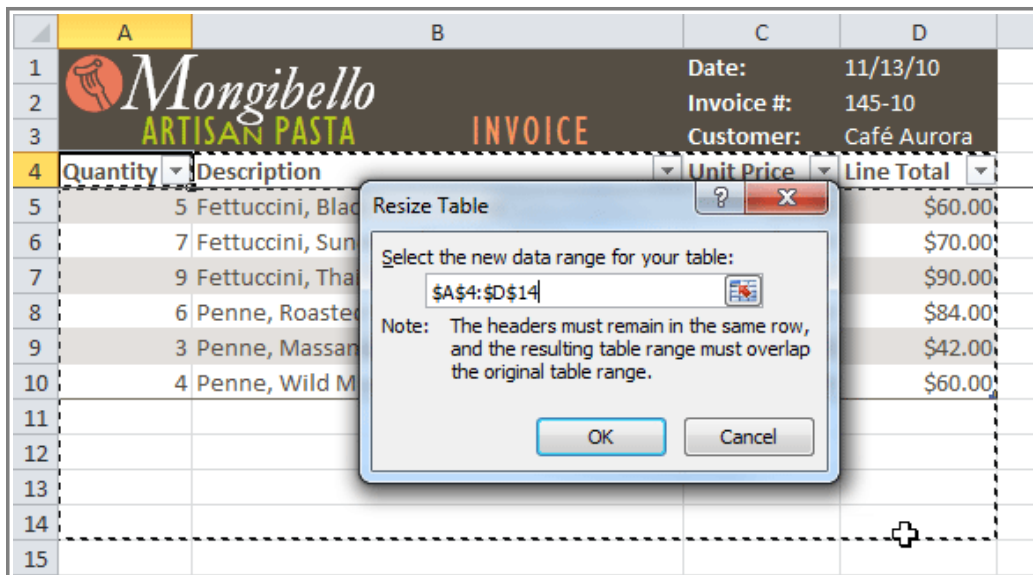
To Add Rows or Columns:

1. Select **any cell** in your table. The **Design** tab will appear on the Ribbon.
2. From the Design tab, click the **Resize Table** command.




Resize Table command

3. Directly on your spreadsheet, select the new **range** of cells that you want your table to cover. You must select your original table cells as well.



Selecting a new range of cells

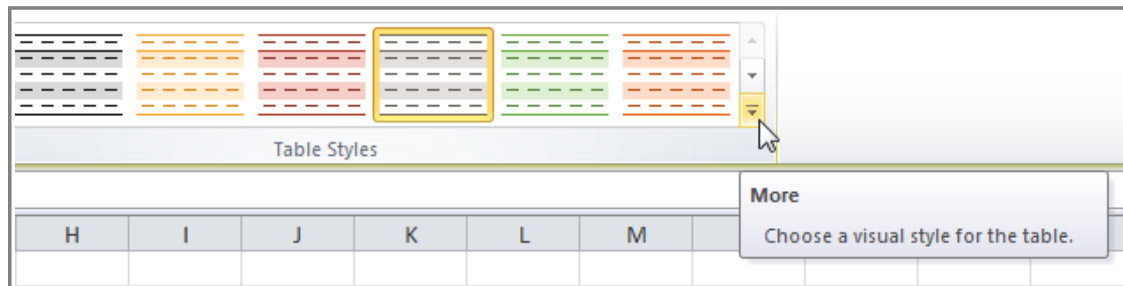
4. Click **OK**. The new rows and/or columns will be added to your table.

	A	B	C	D	
1		Mongibello	Date:	11/13/10	
2			ARTISAN PASTA	Invoice #:	145-10
3			INVOICE	Customer:	Café Aurora
4	Quantity	Description	Unit Price	Line Total	
5		5 Fettuccini, Black Bean Flavor	\$12.00	\$60.00	
6		7 Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00	
7		9 Fettuccini, Thai Basil Flavor	\$10.00	\$90.00	
8		6 Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00	
9		3 Penne, Massaman Curry Flavor	\$14.00	\$42.00	
10		4 Penne, Wild Mushroom Flavor	\$15.00	\$60.00	
11					
12					
13					
14					
15					

After adding new rows


To Change the Table Style:

1. Select **any cell** in your table. The **Design** tab will appear.
2. Locate the **Table Styles** group. Click the **More** drop-down arrow to see all of the table styles.



The More drop-down arrow

3. Hover the mouse over the various styles to see a live preview.
4. Select the desired style. The table style will appear in your worksheet.

	A	B	C	D
1		Mongibello	Date:	11/13/10
2		ARTISAN PASTA	Invoice #:	145-10
3		INVOICE	Customer:	Café Aurora
4	Quantity	Description	Unit Price	Line Total
5	5	Fettuccini, Black Bean Flavor	\$12.00	\$60.00
6	7	Fettuccini, Sundried Tomato Flavor	\$10.00	\$70.00
7	9	Fettuccini, Thai Basil Flavor	\$10.00	\$90.00
8	6	Penne, Roasted Red Pepper Flavor	\$14.00	\$84.00
9	3	Penne, Massaman Curry Flavor	\$14.00	\$42.00
10	4	Penne, Wild Mushroom Flavor	\$15.00	\$60.00
11				

After changing the table style

To Change the Table Style Options:

When using an Excel table, you can turn various options **on** or **off** to change its appearance. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Select **any cell** in your table. The **Design** tab will appear.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.

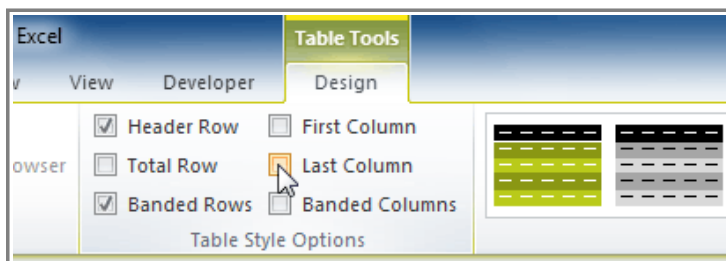


Table style options

Depending on the **Table Style** you're using, certain **Table Style Options** may have a different effect. You may need to **experiment** to get the exact look you want.

Challenge!



1. Open an existing Excel workbook. If you want, you can use this [example](#).
2. Format a range of cells as a table. If you are using the example, format the column headers (Quantity, Description, etc.) and the order details.
3. Add a row or a column.
4. Change the table style options. If you are using the example, add a total row.
5. Change the table style several times. Take note of how the table options may appear different depending on the style you use.