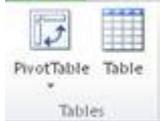


Training

Work with tables

EXERCISE 1: CREATE A TABLE

1. Click inside the data; for example, click in cell A3.
2. On the ribbon, click the **Insert** tab.
3. In the **Tables** group, click **Table**.



The **Create Table** dialog box opens.

4. Make sure that the **My table has headers** check box is selected.
5. Click **OK**.

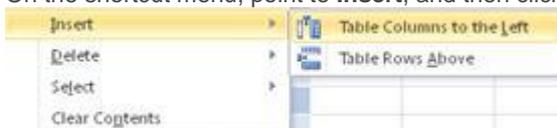
Now the data is in an Excel table, with gray and blue formatting on alternate rows, and drop-down arrows at the top of each column that you can use to filter and sort data.

EXERCISE 2: CHANGE THE TABLE FORMATTING.

1. Click anywhere inside the table.
On the ribbon, the **TableTools Design** tab appears. If necessary, click the **Design** tab to reveal the commands to work with tables.
2. In the **Table Styles** group, click the arrow  at the lower right corner of the box.
3. Move your insertion point over any of the styles to see a live preview in the spreadsheet.
4. To select a style, click it.

EXERCISE 3: ADD AND DELETE ROWS AND COLUMNS

1. Click in cell F1.
2. Type **Comm**, and then press ENTER. You'll use this column in a later exercise to calculate the Commission for each order amount.
A new column is created.
3. Click in cell C2, and then right-click.
4. On the shortcut menu, point to **Insert**, and then click **Table Columns to the Left**.



A new column is added to the table interior.

- Click in cell C9, right-click, point to **Insert**, and then click **Table Rows Above**.

A new row is added to the table.

- Now you'll delete a column and a row. Right-click in cell C2.

- Point to **Delete**, and then click **Table Columns**.



The column is deleted.

- Click in cell C9, right-click, point to **Delete**, and then click **Table Rows**.

The row is deleted.

EXERCISE 4: SORT A TABLE

- Click the drop-down arrow on column A, the Country column.



- Click **Sort A to Z**, to sort in ascending order.

The column is sorted with Canada first, followed by the USA. The drop-down arrow now displays a small upwards pointing arrow  to let you know that the column has been sorted.

- Click the drop-down arrow on Column B, the Salesperson column.

- Click **Sort Z to A**, to sort in descending order. Now you see rows and rows for Suyama, followed by Peacock (which you can see if you scroll down the page).

- Click the drop-down arrow on column E, the Order ID column.

- Click **Sort Largest to Smallest**. Notice that the sort arrow moves to column E, and that the other columns are sorted according to the sort on column E.

EXERCISE 5: FILTER A TABLE

- At the bottom of the page, click the **Northwind** tab.

- In column D, the Product Name column, click the drop-down arrow.

- Point to **Text Filters**, and then click **Contains**.

- In the box to the right of "contains," type **mix** to see how many products contain the text "mix."



- Click **OK**.

There are three products with the text "mix" in their titles. Notice that there's a filter icon  on the drop-down arrow in the Product Name column, to let you know that the column is filtered.

- Click the drop-down arrow again in the Product Name column, and then click **Clear Filter From "Product Name."**

Now all the data is displayed again.

- In Column M (the Category column), click the drop-down arrow.

- Click in the **(Select All)** check box to clear the box.

9. Click in the **Canned Fruit & Vegetables** box to select it, and then click **OK**.
Now only the canned fruit and vegetable products are visible.
10. In column J, the Quantity Per Unit column, click the drop-down arrow.
11. Click in the **(Select All)** box to clear it.
12. Click in the **14.5 oz** box to select it. Then click **OK**.
In column D (the Product Name column) you see the products that are 14.5 oz in the Canned Fruit & Vegetable category. There's a filter icon on the drop-down arrows in both column J and in column M.
13. Clear the filters. Click the arrow in column J, and then click **Clear Filter From "Quantity Per Unit."**
14. Next, in column M, click the drop-down arrow and then click **Clear Filter From "Category."**
Now all the data is visible in the spreadsheet.

EXERCISE 6: CREATE AN AUTO FILL FORMULA

In this exercise, you'll figure out the commission for each order amount.

1. At the bottom of the page, click the **Formulas** tab.
2. Click in cell F2. Type an equal (=) sign, followed by an opening square bracket [.
3. In the drop-down list that appears, double-click **Order Amount**.
4. Type an ending square bracket].
5. Type an asterisk (*), and then type **.03**.
Your formula should look like this: **=[Order Amount]*.03**
6. Press ENTER.
The formula automatically fills down the entire column.

EXERCISE 7: ADD A TOTAL ROW

1. Click inside the table. If necessary, click the **Table Tools Design** tab to reveal the commands to work with tables.
2. In the **Table Style Options** group, select the check box for **Total Row**.



3. Notice that Excel automatically summed the amount in column F, the Comm column. Excel will always sum up the right-most column if the column contains numbers. If you don't want the sum, click in the cell with the total, click the drop-down arrow, and then click **None**.
4. Click in the total row in column C, the Order Amount column.

- Click the drop-down arrow, and then click **Sum**.



Excel totals the column: \$1,228,327.40.

EXERCISE 8: (OPTIONAL) ADD THE ORDER AMOUNT AND THE COMMISSIONS

In this exercise, you'll add together the Order Amounts and the Commission amounts.

- Click in cell C804 (three rows down from the total in column C).
- Type an equal sign (=), and then type **SUM**, followed by an opening parenthesis (.
- Type the table name: **Table2**.
- Type an opening square bracket [.
A list of all the column names appears.
- Double-click **Order Amount** to get the column name into the formula.
- Type a closing square bracket] followed by a comma (,).
- Type the table name: **Table2**.
Typing the table name again when you're writing a formula outside the table allows you to get the list of column names again when you type an opening square bracket.
- Type an opening square bracket [.
- In the list of column names, double-click **Comm**
- Type a closing square bracket], followed by a closing parenthesis).
- Your formula should look like this: **=SUM(Table2[Order Amount],Table2[Comm])**.
- Press ENTER.
- The result is 1265177.222 (the numbers after the decimal point will depend on how the decimal formatting in your version of Excel is set up).