



Simple Tables in Excel

Quick Reference Guide



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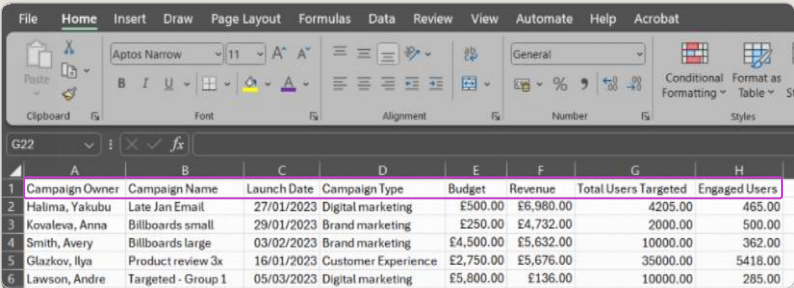
Quick Reference Guide

Simple Tables in Excel are a powerful way to organise, analyse, and visualise data efficiently. They offer features like automatic formatting, sorting, filtering, and dynamic ranges, making it easy to work with datasets of any size. This cheat sheet provides a quick guide to creating and managing simple tables.

Formatting a Simple Table in Excel

1. Prepare the table:

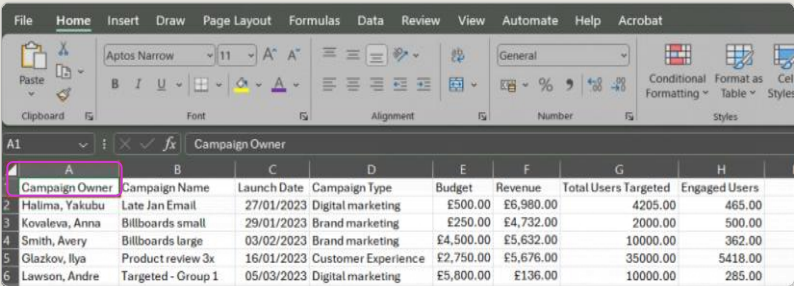
Add Headers to your columns of data.



The screenshot shows the Excel ribbon with the 'Table' button highlighted in the 'Tables' group. Below the ribbon, a table is displayed with the following data:

	A	B	C	D	E	F	G	H
1	Campaign Owner	Campaign Name	Launch Date	Campaign Type	Budget	Revenue	Total Users Targeted	Engaged Users
2	Halima, Yakubu	Late Jan Email	27/01/2023	Digital marketing	£500.00	£6,980.00	4205.00	465.00
3	Kovaleva, Anna	Billboards small	29/01/2023	Brand marketing	£250.00	£4,732.00	2000.00	500.00
4	Smith, Avery	Billboards large	03/02/2023	Brand marketing	£4,500.00	£5,632.00	10000.00	362.00
5	Glazkov, Ilya	Product review 3x	16/01/2023	Customer Experience	£2,750.00	£5,676.00	35000.00	5418.00
6	Lawson, Andre	Targeted - Group 1	05/03/2023	Digital marketing	£5,800.00	£136.00	10000.00	285.00

Click in the first header cell.

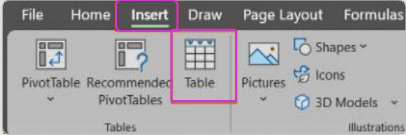


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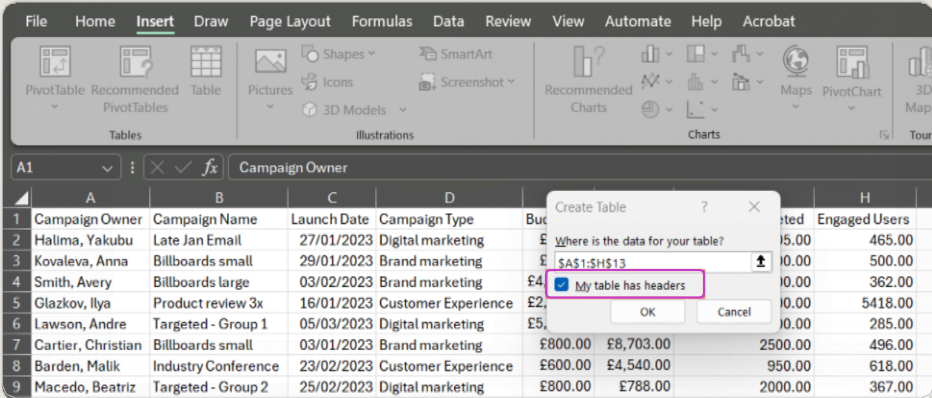
	A	B	C	D	E	F	G	H
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2. Create the Table:

Go to Insert > Table.



Confirm your range, including headers and check *My table has headers*.



The screenshot shows the 'Create Table' dialog box in Excel. The 'Where is the data for your table?' field is set to '\$A\$1:\$H\$13'. The 'My table has headers' checkbox is checked. The 'OK' button is highlighted.

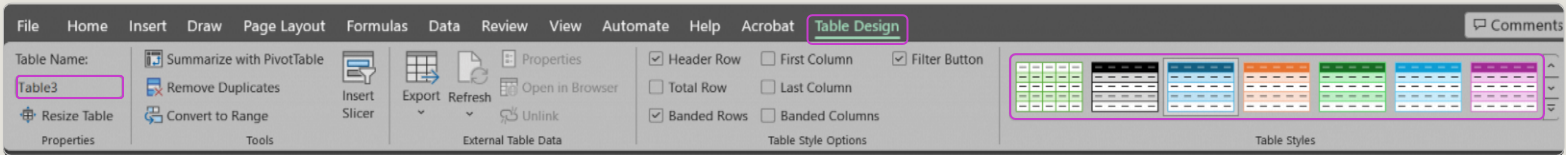
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6	Lawson, Andre	Targeted - Group 1	05/03/2023	Digital marketing	£5,800.00	£136.00	10000.00	285.00
7	Cartier, Christian	Billboards small	03/01/2023	Brand marketing	£800.00	£8,703.00	2500.00	496.00
8	Barden, Malik	Industry Conference	23/02/2023	Customer Experience	£600.00	£4,540.00	950.00	618.00
9	Macedo, Beatriz	Targeted - Group 2	25/02/2023	Digital marketing	£800.00	£788.00	2000.00	367.00

Click on **OK** to create the table.

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Use the **Table Design** tab.



Name your table for easy reference, apply styles and colour schemes.