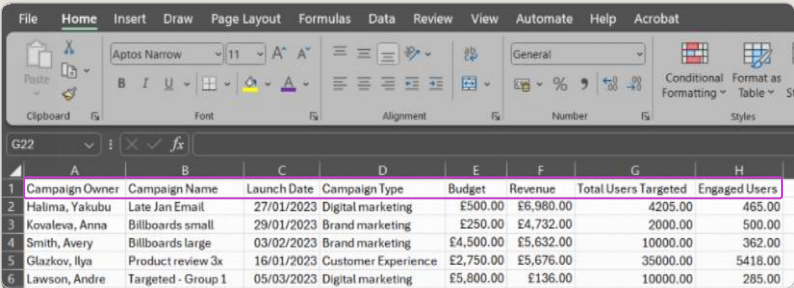# Simple Tables in Excel

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
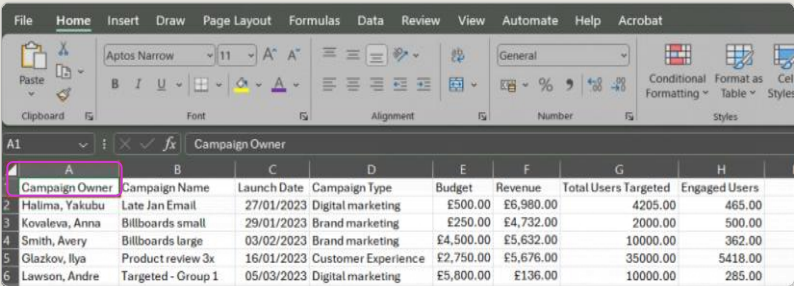
1. **Prepare the table:**

    Add Headers to your columns of data.

    Click in the first header cell.

2. **Create the Table:**

    Go to **Insert > Table.**
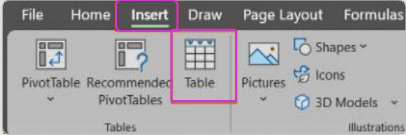
    Confirm your range, including headers and check ***My table has headers***.

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

Simple Tables in Excel
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Use the **Table Design** tab.
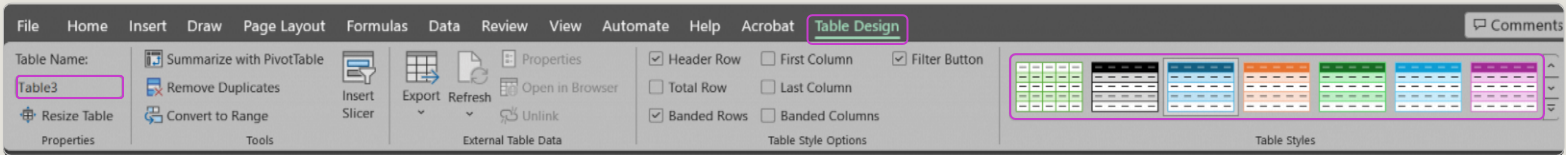
Name your table for easy reference, apply styles and colour schemes.