

## Advanced Excel

# Working with Excel Tables

### DESCRIPTION/COURSE OBJECTIVES

This course focuses exclusively on Excel tables. Upon successful completion of this course, participants will be able to:

1. Understand the differences between Excel worksheets and Excel tables
2. Identify the basic components and features of tables
3. Create edit, and format tables
4. Use table management and aggregation features
5. Use conditional formatting tools
6. Share and print tables

### COURSE INSTRUCTOR

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Course handouts are available at

[https://mtateresearch.com/computer\\_courses\\_supplemental\\_resources](https://mtateresearch.com/computer_courses_supplemental_resources)

### COURSE OUTLINE

The course will cover the following topics:

#### Introduction to Excel Tables

- The basic differences between Excel worksheets and Excel tables
- Table components and features

#### Creating Tables

- Table design basics
- Convert a range to a table using ribbon keyboard shortcuts and ribbon commands
- Apply and modify table styles
- Name tables

#### Editing and Deleting Table Content

- Add, edit, and delete records
- Add, edit, and delete fields
- Remove duplicate rows
- Convert tables to ranges

#### Using Table Management and Aggregation Features

- Sort data
  - Sort single and multiple columns
  - Create custom sorts
- Filter data
  - Apply text filters
  - Apply number filters
  - Apply date filters
  - Apply custom filters

### Using Table Management and Aggregation Features, continued

- Clear filters
- Use slicers to filter data
- Use structured references
  - Create structured references in formulas
- Create complex structured references
- Create total rows
- Validate entries

### Using Conditional Formatting Tools

- Apply conditional formatting
- Apply the highlight cells rules
- Specify top/bottom rules
- Display data bars, color scales, and icon sets
- Create and manage rules
- Use formulas in conditional formatting
- Modify and clear conditional formatting

### Share and Print Tables

- Format and print tables
- Co-author Excel tables
- Insert Excel data into Word, PowerPoint and other Office programs