

# Excel tables

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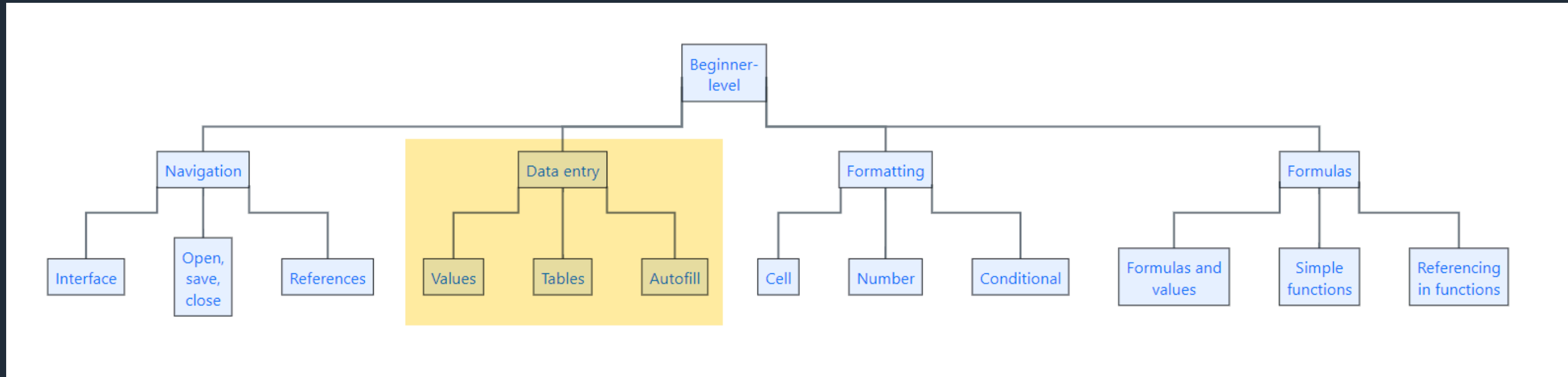
# Welcome

- this session is 🗨️: for Excel beginners
- we'll get going properly at 10.05
- if you can't access the chat, you might need to join our Teams channel:  
[tinyurl.com/kindnetwork](https://tinyurl.com/kindnetwork)
- you can find session materials at [tinyurl.com/kindtrp](https://tinyurl.com/kindtrp)

# The KIND network

- a social learning space for staff working with knowledge, information, and data across health, social care, and housing in Scotland
- we offer social support, free training, mentoring, community events, ...
- Teams channel / mailing list

# Where does this fit in?



KIND Excel beginner skill tree

- for this session, you'll need to be familiar with the Excel basics (getting around in Excel, opening/saving/closing files, A1 referencing, and values)
- we're going to dodge formatting and formulas as much as possible today

# Session outline

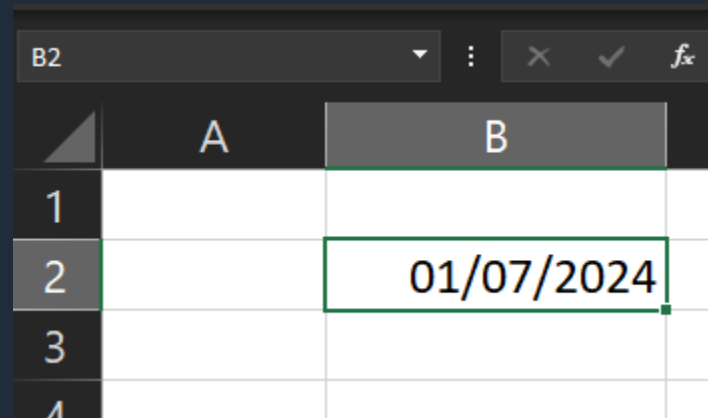
- introduction
- add and remove tables
- grow and shrink tables
- autofill and friends
- sort and filter
- names and reference
- pass data to other tools

# Introduction

- this is an easy session to sum up: **use tables in Excel**
- most people don't use Excel tables
- they're probably the best Excel skill investment there is
- this is a practical session, so you'll need some kind of Excel to follow along

# Some data

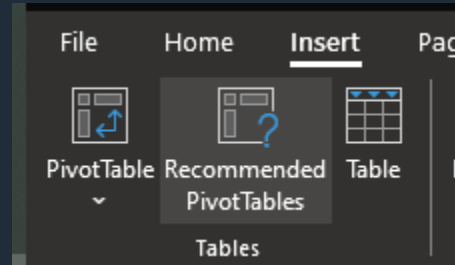
- tables are potentially useful throughout the life-cycle of an Excel file
- let's start at the beginning:
  1. open Excel
  2. in a new worksheet, please enter today's date
    1. DD/MM/YYYY format is best, but we'll park that for the formatting session



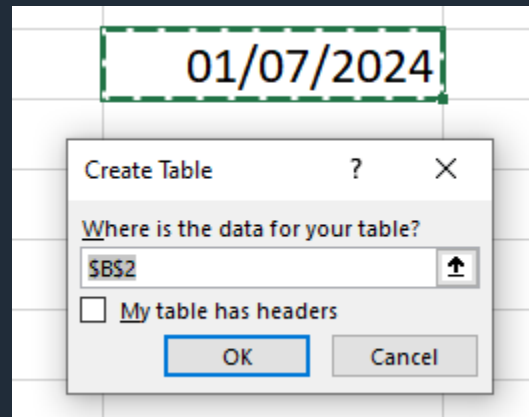
# Add a table



1. make sure you have that date selected
2. In the ribbon menu, go to **Insert > Table**



1. or you can use **Ctrl + t**
3. you'll be asked to create a table - you should be able just to select **OK**



# A first table

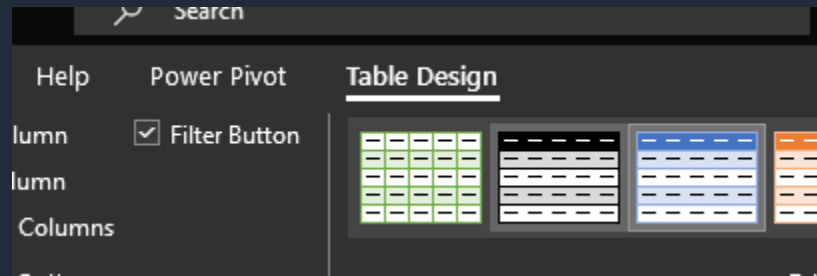
- congratulations, you should now have a 1-cell table on your worksheet

	A	B	C	
1				
2		Column1		
3		01/07/2024		
4				
5				

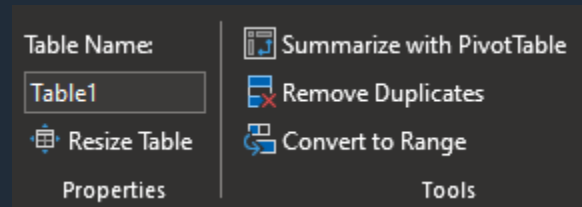
- think about this as a **container** for your data
  - you could call it a **data structure** instead if you wanted to be more fancy

# Removing your table

1. Tables aren't formatting - so you can't clear them like formatting
2. Click inside your table, and you should see a new section of the ribbon menu - **Design** or **Table Design** depending on your version



3. Select that **Table Design** section. The most useful parts are on the far left:



4. Select **Convert to Range** - your table should now return to being an ordinary cell
5. Finally, please re-table your cell

# Grow and shrink tables

Let's add some new data:

1. Please add three or four more dates, going back into last week, in the rows below your date
2. Please add a word describing your main breakfast item in the next column
3. Please add a third column, scoring that breakfast out of ten

# Grow and shrink tables

4. Now expand your table to include that new data. You can drag the blue handle

Column1		
01/07/2024	porridge	8
30/06/2024	toast	7
29/06/2024	cereal	2

or use the **Resize Table** tool in the ribbon menu

Resize Table

Select the new data range for your table:

\$B\$2:\$B\$3

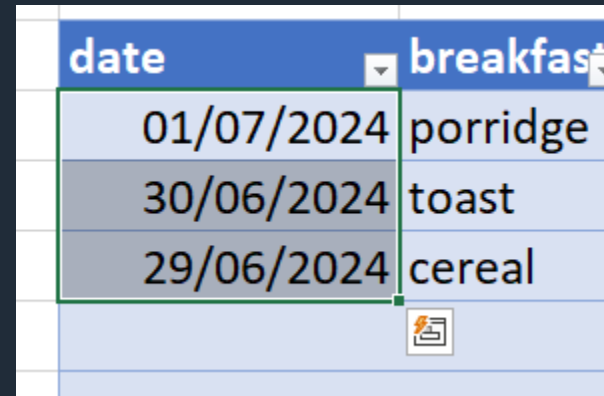
Note: The headers must remain in the same row, and the resulting table range must overlap the original table range.

OK Cancel

5. You can use the same methods to shrink a table

# Autofill and friends

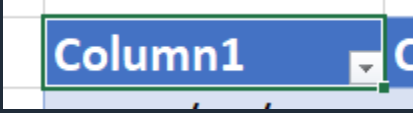
1. drag down to add two more empty rows
2. select your three dates, and drag the green fill handle down into the empty cells



date	breakfast
01/07/2024	porridge
30/06/2024	toast
29/06/2024	cereal

3. this *should* populate the correct values - although you'll need to check carefully that everything has worked

# Filter and sort

Each of your column headers has a dropdown menu  that will allow you to sort and filter your table

- sort allows you to order your table by that column
- filters shows and hides rows of the table
- you'll have different filtering options for the different types of columns in your table









# Names and reference


# Passing data demo

- Your table can now be saved, developed further, or passed to other data tools
- Tables have major advantages on this front:
  - they're portable, so you can move a table around
  - you can use **structured referencing** - like `=data[score]` - to select an entire column by name, which helps make Excel more robust
    - see the intermediate Excel session on referencing
  - you can send the data easily and safely to PivotTables, PowerQuery, PowerPivot, and other fancier data tools

**CONCLUSION: USE TABLES**

# Forthcoming Excel sessions

Session	Date	Area	Level
Excel tables	10:00-10:30 Mon 1st July 2024	Excel	 :beginner-level
Formulas in Excel	15:00-16:00 Wed 3rd July 2024	Excel	 :beginner-level
Lambda formulas in Excel	13:00-13:30 Mon 15th July 2024	Excel	  :intermediate-level
Lookups in Excel	13:00-14:30 Thu 1st August 2024	Excel	  :intermediate-level

Session	Date	Area	Level
Relative, absolute, mixed, structured, and R1C1 references in Excel	15:00-16:00 Thu 8th August 2024	Excel	 : intermediate-level

# Feedback

## Feedback link

Please give us one minute of your time. We add feedback comments to our training pages, because we think this is the most useful resource for people looking for specific training that suits their needs