

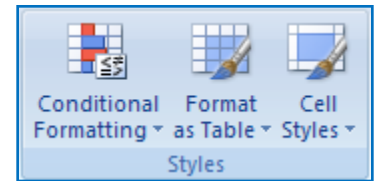
## DATA TABLES

A data table is an object that is used to store and refer to data based on the name of the table and the names of its columns and rows. In Office 2003, a data table was referred to as a Data List. Data Tables cannot contain blank columns and rows. It is best for the table to have a header row that is formatted differently than the rest of the table. Data Tables can be created from a previous worksheet if the data meets the following criteria:

- ✦ The header row is formatted differently than the other rows.
- ✦ There aren't any blank rows or columns in the data.
- ✦ There aren't any extraneous data in cells immediately below or next to the list.

### Creating a Data Table

- ✦ Type a series of column headers.
- ✦ Type a row of data below the headers.
- ✦ Select the headers and data.
- ✦ Click the **Home** Tab.
- ✦ In the **Styles** Group, click the **Format as Table** button.
- ✦ A gallery of table formats will appear.
- ✦ Click one of the styles in the gallery to apply it to the table.
- ✦ The **Format as Table** dialog box will display (see illustration).
- ✦ Under **Where is the data for your table?**, verify that the cells references reflect the selected cells.
- ✦ Make sure that the **My table has headers** check box is selected.
- ✦ Click the **OK** button.
- ✦ The table will appear with arrows beside each column header (see illustration below).
  - ⚙ These arrows are used to filter the data in the table.
  - ⚙ An explanation of this feature is available in the **Filter** document on the Excel 2007 Web page.



Last	First	Street	City	State	Postal Code
Smith	Roger	225 South Street	Adrian	MI	49221

### Adding Rows to a Data Table

- ✦ Click the bottom right cell in the table.
- ✦ Press the **Tab** key to create a new table row.
- ✦ Add the data for that row.
- ✦ Or
- ✦ Type the data in the cell below the bottom left corner of the data table.
- ✦ Input the data into the first cell.
- ✦ Press the **Tab** key.
- ✦ A new row will be added to the table.

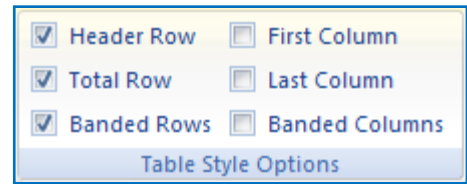
### Resizing a Table

- ✦ Click any cell within the table.
- ✦ In the bottom right corner of the table, click the resize handle.
- ✦ Drag the handle up to contract the table.
- ✦ Drag the handle down to expand the table.

## Data Table Total Row

### Adding Total Row

- ✦ Click any cell in the table.
- ✦ Click the **Table Tools Design Tab**.
- ✦ In the **Table Style Options Group**, click the **Total Row** check box (see illustration at right).
- ✦ The **Total Row** will be added to the **Data Table**.



### Changing Total Row Summary Function

- ✦ Click any cell in the table's **Total** row.
- ✦ Click the arrow that appears on the right side of the cell that contains the total.
- ✦ Click the desired summary function (see illustration at right).

