

OFFICE PROGRAMS THAT CAN BE USED TO CREATE A TABLE

Before a table can be created, a determination needs to be made as to which Office program is best suited for the task. To create a table, it is possible to use Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or Microsoft Access. Microsoft Excel and Word can automatically format the table. In PowerPoint, it is possible to draw and format a table anywhere in a slide. In Microsoft Access, it is possible to format an entire datasheet. The datasheet is in table format.

- ✚ For a table that includes complex graphics formatting such as bulleted lists, custom tabs, numbering, hanging indents, individual cell formatting, and cells split diagonally, use Word.
- ✚ For a table that includes complex calculations, statistical analysis, or charts, use Microsoft Excel.
- ✚ For powerful sorting and searching capabilities, use Microsoft Access or Microsoft Excel.
- ✚ To have full relational database capabilities, create the tables in Microsoft Access.
- ✚ For a table that can easily be included in a presentation, use PowerPoint.

It is also possible to create a worksheet in Excel and then copy it into Word as a table, as an embedded worksheet, or to link the worksheet to a document in Word. Word tables can also be copied and pasted into an Excel worksheet. The table will then become an Excel worksheet. Excel worksheets can be converted into tables in Access. This compatibility between programs makes it easy to convert data from one program into another program.