

# Creating and Using an Excel Table

## Overview of Excel 2007 tables

In earlier *Excel* versions, the organization of data in tables was referred to as an Excel database or list. An *Excel* table is not to be confused with a data table, a range of cells that shows the results of substituting different values in one or more formulas. An *Excel* table typically contains related data in rows and columns. Each row has the complete information about each person or entity, and each column represents a category of that information, such as name, address, city, etc.

## Notes on Creating an Excel 2007 Table

When you create an *Excel* table, create only one on a worksheet. Create a header row for the table. Separate the header row from the worksheet title, if it has one, by at least one blank row. Avoid blank rows and columns within the table. However, there can be individual blank cells in a list. It is best to separate column calculations (if there are any) by using one blank row between the list and the calculations. Separate the table from other worksheet data by including blank columns and blank rows between the table and other data on the worksheet.

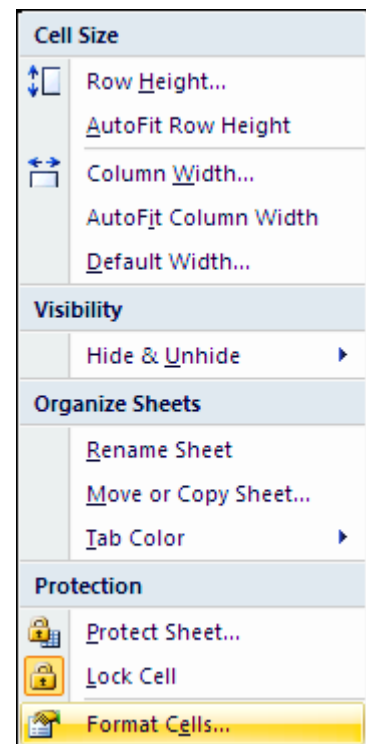
## Open an Excel 2007 Table

Start Excel 2007 and open the *Excel* file provided that is entitled **Batter Stats**. The table in the file is entitled **The Batter Register**. It consists of a list of the best baseball players who played during the 1900s and early 2000s along with the number of games they played, their times at bat, and their batting statistics. The information was obtained from *The ESPN Baseball Encyclopedia, Fourth Edition*.

## Format the Cells Containing Column Labels

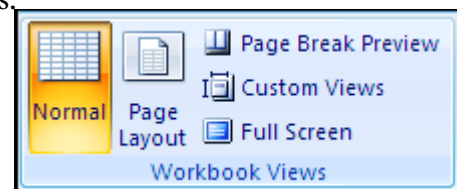
1. Select cells A4:L4.
2. On the CELLS group, click FORMAT.
3. Then click FORMAT CELLS.
4. On the NUMBER tab, select TEXT.
5. On the ALIGNMENT tab, under TEXT CONTROL, select SHRINK TO FIT.
6. In the FORMAT CELLS dialog, BORDER tab, in the STYLE BOX, select the line style you prefer, then click the OUTLINE and INSIDE selections and click OK.
7. See a picture below of the column labels with a border around their cells and in between their cells.

Player	Games	at Bat	Runs	Hits	Double	Tripple	Home Runs	Runs Batted In	Bases on Balls	Intentional BB
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## Do a Print Preview

1. Click the VIEW tab on the Ribbon.
2. In the WORKBOOK VIEWS group, select PAGE BREAK PREVIEW. (See picture below.)
3. You will see dotted lines that indicate where the page break occurs.
4. In the preview, note that there is only one column (L) that is at the right of where the page break will occur.
5. Place your cursor on that dotted vertical line.
6. When your cursor becomes a double-headed cursor over the vertical line, drag that dotted line to the right of the column.

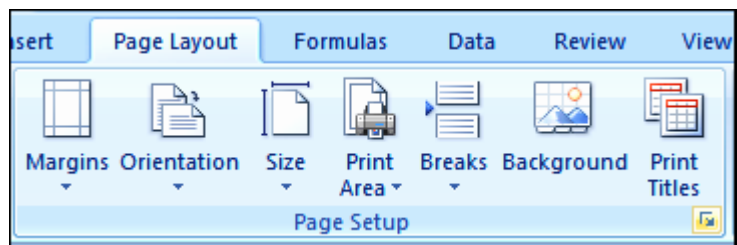


Years	Player	Games	At Bats	Runs	Hits	Doubles	Trips	Home Runs	Runs Batted In	Runs on Base	International BP
1954-1978	Aaron, Hank	3298	12364	2174	3771	624	98	755	2297	1402	293
1962-1971	Aaron, Tommie	437	944	102	216	42	6	13	94	86.3	3
1903-1905	Abbott, Fred	160	513	48	107	21	6	1	49	19	0
1997-2001	Abbott, Jeff	233	596	82	157	33	2	18	83	38	2
1993-2001	Abbott, Kurt	702	2044	273	523	109	23	62	242	144	11
2001-2009	Abernathy, Brent	232	868	97	212	36	5	8	79	60	1
1987-1992	Abner, Shawn	392	840	89	191	39	3	11	71	43	10
1949-1956	Abrams, Cal	567	1611	257	433	64	19	32	138	304	2
1996-2001	Abreu, Bobby	1485	5276	951	1595	375	44	205	883	1003	95
1958-1970	Adair, Jerry	1165	4019	378	1022	163	19	57	366	208	31
1946-1955	Adams, Bobby	1281	4019	591	1082	188	49	37	303	414	1
1922-1934	Adams, Sparky	424	5557	844	1588	249	48	9	394	453	0
1986-1996	Aldrete, Mike	930	2147	277	565	104	19	41	271	314	29
1992-2001	Alexander, Manny	594	1271	166	293	50	12	15	115	86	7
1995-2001	Alfonzo, Edgardo	1506	535	777	1532	282	18	146	744	596	22
1988-2001	Alicea, Luis	1341	3971	551	1031	189	53	47	422	500	26
1962-1973	Allen, Bernue	1139	3404	357	815	140	21	73	351	370	52
1963-1977	Allen, Dick	1749	6332	1099	1848	320	79	351	1119	894	138
1926-1936	Allen, Ethan	1281	4418	623	1325	255	45	47	501	223	0
1963-1973	Alley, Gene	1195	3927	442	999	140	44	55	342	300	62
1959-1970	Allice, Bob	1541	5022	811	1291	216	52	256	786	795	20

- In the screen picture above, note the dotted print preview line that is between the K and L columns. When you have moved that line to the right of the L column, you have brought your table within the margins of your page. *Excel* reduced the size of the Excel material by 5 percent to make it fit.
- In the WORKBOOK VIEWS group, click NORMAL.

## Use the Page Setup dialog

- The PAGE LAYOUT tab of the Ribbon and the PAGE SETUP group are shown in the screen picture at the right.
- Click the DOWN POINTING arrow at the right end of the PAGE SETUP bar to open the PAGE tab of the PAGE SETUP Dialog box.
- The file was set up in LANDSCAPE (the wide orientation). On this dialog, you also have the choice of PORTRAIT (the tall orientation). This table is too wide to fit on a page in PORTRAIT orientation, so the choice was LANDSCAPE.
- Note that the scaling is now set to 95%. It was originally set at 100%, but when the adjustment was made in PRINT PREVIEW, the program automatically adjusted the scaling.
- The letter size of 11 x 8.5 inches is the default paper size (for landscape orientation).

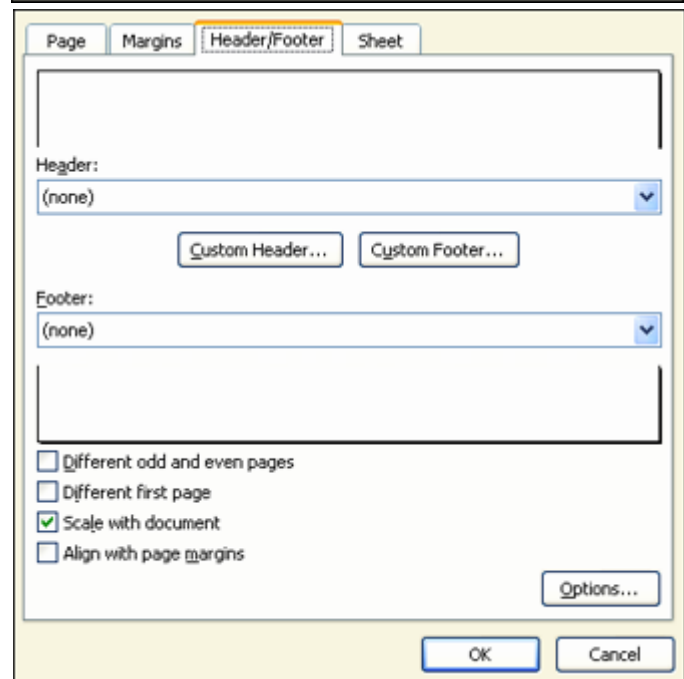
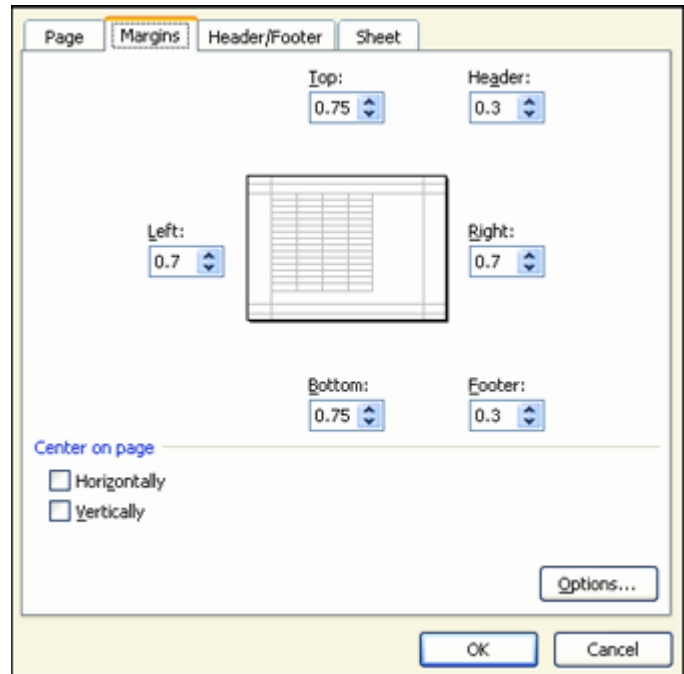


## Do Page Margins

1. Click on the MARGINS tab of the PAGE SETUP dialog.
2. The MARGINS dialog is illustrated at the right.
3. Notice the margin settings. The top and bottom margins are set at 0.75 inch with the Header and Footer settings at 0.3 inch. The left and right margins are set at 0.7 inches, and you can adjust these settings a little. Between your ability to set the scale, as well as margins, you should be able to manage your spreadsheet printouts without much trouble.
4. You also have the options to center your print-out on the page horizontally or vertically.

## Do Headers and/or Footers

1. On the PAGE SETUP dialog, click on the HEADER/FOOTER tab. See an illustration at right.
2. Click the Down Arrow below the Header area, and look at the choices you are offered for a header. If you do not see any built-in header you want, click the Custom Header button.
3. A Header dialog displays with instructions for filling in text, page number, date, time, and other information. A custom header provides three edit boxes: left section, center section, and right section.
4. Just below (center right) is the dialog for the custom header. It provides information about filling in the sections for a header.
5. You may not want any header, but you may want a footer. If you have a very long list, one that will print on several pages, you will want to number your pages in a footer.
6. One of the standard footers on the list that is provided when you click the down-pointing arrow at the right of the Footer box, is Page 1 of ?. The actual page number of each page will replace the 1 and the total page numbers will replace the ?.
7. The custom footer dialog is similar to the custom header dialog.
8. When you have completed your header and/or footer settings, click the OK button at the Header/Footer dialog.



## Using the custom header and/or footer dialog

The **text button** (with the letter A) allows you to format any text you have entered in a custom header or footer. You select the text and then click on the text button.

The **page number button** inserts at the insertion point a code that will produce a page number.

The **number of pages button** inserts at the insertion point a code that produces the total number of

pages of the file. You may want to use the page number button and the number of pages button to indicate the page number and the number of pages if your list is a very long one.

The **date button** inserts at the insertion point a code that prints the current date.

The **time button** inserts at the insertion point a code that prints the current time.

The **file path button** inserts at the insertion point a code that prints the name of the file.

The **tab name button** inserts at the insertion point a code that prints the name of the spreadsheet tab.

The **insert picture button** inserts at the insertion point a code that prints a picture.

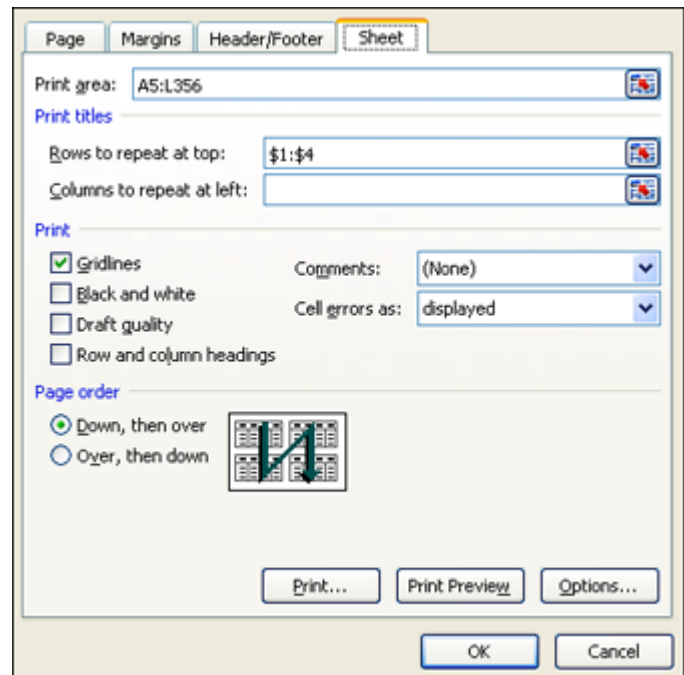
The **format picture button** formats your picture.

## Do the Sheet Setup

The sheet setup is to be done when you have finished entering data into your table. If you have more work to do with your table, skip this section and return to it when ready to print.

Click on the Sheet tab of the PAGE SETUP dialog. The spreadsheet table provided with this lesson will print on more than one page. You will want your column or row titles (labels) to print on each page:

1. Look at the sections (there are four) on the sheet dialog. They are: PRINT AREA, PRINT TITLES, PRINT, and PAGE ORDER.
2. When you select the cells in the print area, you must consider whether you will have rows at top and/or columns at left repeat on each page. In this table, the column labels are at the top, and that would be the row that will print on the top of each page.
4. To select the PRINT AREA, click on the red, white, and blue button at the right of the Print Area text box (this minimizes the window). Then click on the upper left cell of the range you want to include in the print area (which **will not** include the column labels across the top of the table), then hold down the SHIFT key, and then click on the lower right cell of the print range. When the correct print range is shown in the text box, click on the button at the right of the text box to maximize the window.
5. Under PRINT TITLES, click on the icon at the right of the text box opposite rows to repeat at top to minimize the window. Then select the label cells you want to repeat on each page. Click on the icon at the right of the text box to maximize the window.
6. Under PRINT, click GRIDLINES if you want them to print.
7. Click ROW AND COLUMN HEADINGS if you want column letters and row numbers to print. Usually you will not want to select this feature.
8. Under PAGE ORDER, you can specify the order in which you want your pages to print if your spreadsheet spans more than one page in width. This one does not.
9. When finished with filling in the information on this Sheet dialog, click OK.



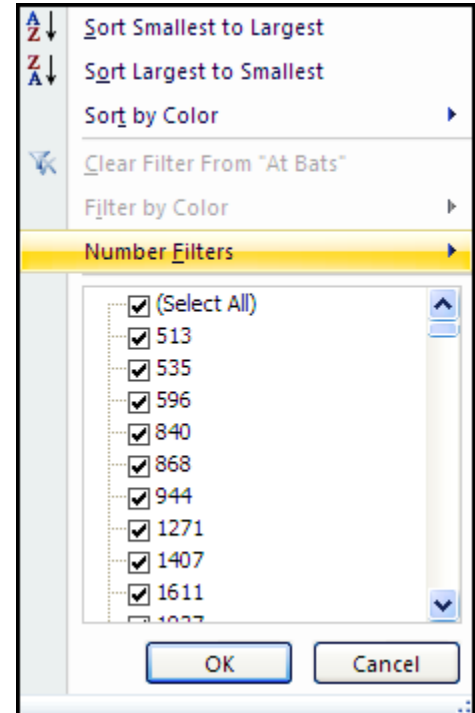
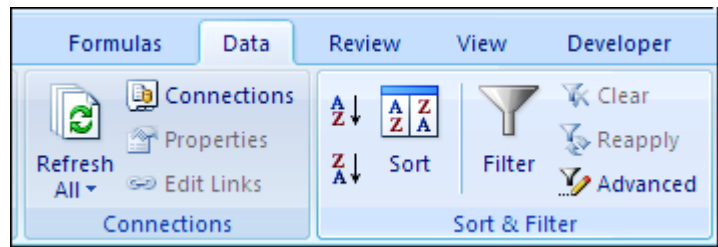
## Use the AutoFilter

Filtered data displays only the items that meet the criteria you specify and hides rows that you do not want displayed. After you filter data, you can copy, find, edit, format, chart, and print the subset of filtered data without rearranging it or by moving it.

## Filter Numbers

The column information in this *Excel* table is made up of numbers,

1. Select cells C4 through L4.
2. On the RIBBON, on the DATA tab and in the SORT AND FILTER group, click the FILTER icon.
3. The AUTO FILTER has been applied to all the columns that were selected. All the label cells of these columns show DOWN ARROWS.
4. Click the DOWN ARROW in the HOME RUNS label cell.
5. Click to select the NUMBER FILTERS command.
6. In the menu that appears, choose GREATER THAN.
7. You will see a dialog box in which you specify the number greater than which you want the players listed. In other words, the criteria of a greater than number of 500 will list those players along with their batting statistics who had hit more than 500 home runs.
8. Click OK. See the list of players who hit more than 500 home runs during their career.



## Sort the list of players

1. Click in cell B4 that is labeled Player.
2. Click the Sort A to Z icon.
3. Click the Filter icon which turns off the filter and returns the data table to its original list.

Feel free to use the filter and sort commands to locate any information which may be of interest to you.

## Print the Excel table

1. Click the OFFICE icon.
2. Select the Print command.
3. In the PRINT DIALOG, select ALL for the PRINT RANGE, if you want to print out the entire table.
4. Under PRINT WHAT, select ACTIVE SHEETS.
5. Click OK to print the file.

