



Formatting a spreadsheet as a table can be really useful

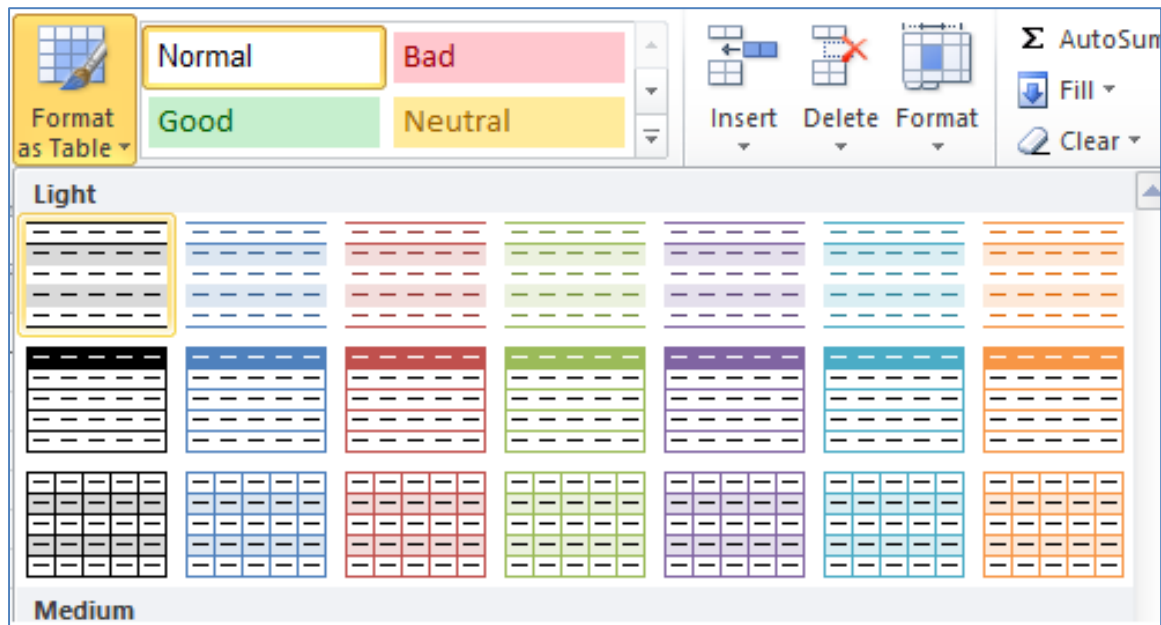
If you have a spreadsheet that contains a lot of data, and you constantly add new records to the bottom, it can be really irritating if you have to format the whole sheet of data for each new record. Any formulae that are used in the table also have to be replicated to new data. Formatting the spreadsheet as a **table** avoids a lot of problems:

Here is a data spreadsheet that includes a formula in column G. If I added another row I would currently have to copy the formula down to the next row.

	A	B	C	D	E	F	G
1	Date	Amount	AcctType	OpenedBy	Branch	Type of Cu	Cumulative Income
344	29/09/2002	£240.00	Savings	New Accts	Central	Existing	£3,222,798.00
345	29/09/2002	£25,000.00	Savings	New Accts	North County	Existing	£3,247,798.00
346	29/09/2002	£11,000.00	High Interest	New Accts	Central	New	£3,258,798.00
347	29/09/2002	£2,000.00	High Interest	New Accts	Central	New	£3,260,798.00
348	29/09/2002	£4,535.00	Savings	New Accts	North County	Existing	£3,265,333.00
349	29/09/2002	£1,946.00	Savings	New Accts	Central	Existing	=G348+B349
350	29/09/2002	£1,000.00	Savings	New Accts	Central	Existing	£3,268,279.00
351	29/09/2002	£4,000.00	Savings	Teller	North County	Existing	£3,272,279.00

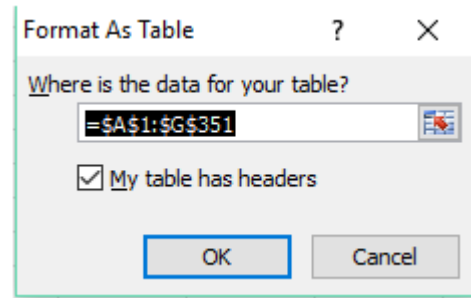
To format your spreadsheet as a table:

- Select any cell in the range of data
- Select **The Format as table** tool (Home tab)



- Choose one of the layouts

- Accept the range (or select if incorrect) and click on OK
- Remember to check the checkbox for headers
- All of the data will be formatted automatically
- Insert a new row of data



	A	B	C	D	E	F	G
1	Date	Amount	AcctType	OpenedBy	Branch	Type of Customer	Cumulative Income
344	29/09/2002	£240.00	Savings	New Accts	Central	Existing	£3,222,798.00
345	29/09/2002	£25,000.00	Savings	New Accts	North County	Existing	£3,247,798.00
346	29/09/2002	£11,000.00	High Interest	New Accts	Central	New	£3,258,798.00
347	29/09/2002	£2,000.00	High Interest	New Accts	Central	New	£3,260,798.00
348	29/09/2002	£4,535.00	Savings	New Accts	North County	Existing	£3,265,333.00
349	29/09/2002	£1,946.00	Savings	New Accts	Central	Existing	£3,267,279.00
350	29/09/2002	£1,000.00	Savings	New Accts	Central	Existing	£3,268,279.00
351	29/09/2002	£4,000.00	Savings	Teller	North County	Existing	£3,272,279.00
352	30/09/2002	£200.00	Savings	New Accts	Central	Existing	=G351+B352

- The formula will be copied into the new record automatically



Also note that a filter appears at the top of each column automatically.

If a pivot table was based on the table it would automatically include new data added at the bottom of the list