Microsoft Office Specialist Excel Associate 365/2019 Exam Preparation



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Introduction

This chapter covers the required outcomes related to managing tables and table data.

3.1. Create and Format Tables

In Excel, Tables are a subset of data within a worksheet which make managing and analyzing related data easier.



3.1.1 Create Excel tables from cell ranges

This objective requires one to know how to create a table from a range.

Create table from cell ranges

- 1. **Select** the upper left cell of area to be defined as a table
- 2. Click Format as Table \rightarrow any option
- 3. Dialog: Select range directly in workbook, or type range; click OK
- 4. Review results

In the example below, row one contains header information (it is not part of the data) so **My table has headers** was left checked in step #3. The headers now contain special filter arrows.

	A	В	С	D	E	F	G
1	Name	Q1	Q2	Q3	Q4	Totals	
2	Jane 🛷	\$ 24.00	\$178.00	\$ 92.00	\$ 97.00	\$391.00	
3	Kav	\$ 37.00	\$118.00	\$ 29.00	\$171.00	\$355.00	
4	Britta	\$179.00	\$104.00	\$119.00	\$187.00	\$589.00	
5	Beki	\$ 82.00	\$ 33.00	\$ 88.00	\$193.00	\$396.00	
6	Tom	\$173.00	\$136.00	\$144.00	\$167.00	\$620.00	
7	Abi	\$ 78.00	\$ 33.00	\$162.00	\$159.00	\$432.00	
8	Blake	\$171.00	\$ 79.00	\$105.00	\$ 69.00	\$424.00	
9							

					А	В	С	D	E	F	G
				1	Name	Q1	Q2	Q3	Q4	Totals	
	Conditional	Format as	Cell	2	Jane	\$ 24.00	\$178.00	\$ 92.00	\$ 97.00	\$ 391.00	
F	Formatting •	Table ▼	Styles ▼	3	Kav	\$ 37.00	\$118.00	\$ 29.00	\$171.00	\$ 355.00	
			(2)	4	Britta	\$179.00	\$104.00	\$119.00	\$187.00	\$589.00	
		Light			3	\$ 82.00	\$ 33.00	\$ 88.00	\$193.00	\$ 396.00	
_						\$173.00	\$136.00	\$144.00	\$167.00	\$620.00	
						\$ 78.00	\$ 33.00	\$162.00	\$159.00	\$432.00	
						\$171.00	\$ 79.00	\$105.00	\$ 69.00	\$424.00	
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4	А	В	С	D	E	F	G				
1	Name	Q1 💌	Q2 💌	Q3	🕶 Q4	 Total: 					
2	Jane	\$ 24.00	\$178.00	\$ 92.0	0 \$ 97.00	\$ 391.00					
3	Kav	\$ 37.00	\$118.00	\$ 29.0	\$ 171.00	\$ 355.00					
4	Britta	\$179.00	\$104.00	\$119.0	\$ 187.00	\$ 589.00)				
5	Beki	\$ 82.00	\$ 33.00	\$ 88.0	\$ 193.00	\$ 396.00					
6	Tom	\$173.00	\$136.00	\$144.0	\$ 167.00	\$ 620.00					
7	Abi	\$ 78.00	\$ 33.00	\$162.0	\$ 159.00	\$432.00)				
8	Blake	\$171.00	\$ 79.00	\$105.0	0 \$ 69.00	\$424.00)_				
9											
-											

Create table from selection

3.1.2 Apply table styles

The steps just given to create a table also applied a table style. This topic provides instruction on changing the current table style.

Apply or change a table style



2. Click Table Design → Table Styles list → any option

Hover cursor over an option to see the **style name** in a tooltip; the exam may specify a specific style to apply (notice the three groupings as well: Light, Medium and Dark).

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Apply or change a table style

3.1.3 Convert tables to cell ranges

Sometimes it is necessary to change a table back into normal cells, which removes the table.

Convert table to cell range

- 1. Select anywhere within a table
- 2. Click **Table Design** → **Convert to Range**
- 3. Dialog: Click **OK** to convert entire table
- 4. Review results

The table no longer exists within the workbook. The data and formatting have been preserved.

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т	Table Name		S ti	umr	narize with F	PivotTable	Ę		}			
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1	A	D 01 -										- 1
1 2	Name •	¢ 24.00	¢ 170	00	¢ 92.00	¢ 97.00		Do you want	to convert th	ne table to a	normal range	e?
2	Jane	\$ 24.00	\$1/8. ¢119	00	\$ 92.00	\$ 97.00	-					- 1
3	Rritta	\$ 57.00	\$ 110. ¢ 104	00	\$ 25.00 \$ 119.00	\$ 197.00		Ye	25	No		
5	Poki	\$ 92.00	ېر د 1	Ĩ	\$ 98.00	\$ 107.00	\$ 295.00		1			_
6	Tom	\$ 173.00	\$ 1km	00	\$ 14400	\$ 167.00	\$ 620.00		-1		- 1	
7	Abi	\$ 78.00	\$ 22	00	\$ 162.00	\$ 159.00	\$ 432.00				- A	
2	Blake	\$ 171.00	\$ 79		A	В	C	D	E	F	G	Ś
9	Diake	Ş171.00	<i>Ų 15</i> .	1	Name	Q1	Q2	Q3	Q4	Totals		
10				2	Jane	\$ 24.00	\$178.00	\$ 92.00	\$ 97.00	\$391.00		
				3	Kav	\$ 37.00	\$118.00	\$ 29.00	\$171.00	\$355.00]
				4	Britta	\$179.00	\$104.00	\$119.00	\$187.00	\$589.00	4	
				5	Beki	\$ 82.00	\$ 33.00	\$ 88.00	\$193.00	\$396.00	-	
				6	Tom	\$173.00	\$136.00	\$144.00	\$167.00	\$620.00		
				7	Abi	\$ 78.00	\$ 33.00	\$162.00	\$159.00	\$432.00		-
				8	Blake	\$171.00	\$ 79.00	\$105.00	\$ 69.00	\$424.00		
				9]
												~~~

Convert table to cell range

## 3.2. Modify tables

Review the required objectives in this section on modifying tables in a workbook.

#### 3.2.1 Add or remove table rows and columns

Review how to insert or delete a row or column in an existing table.

#### Add table row or column

- 1. **Select** a cell(s) within a table; *row will be inserted above*
- 2. Right-click and select Insert → Table Rows Above
- 3. Review results

Steps are similar for columns; in step #2 select **Table Columns to the Left**. In the example below, notice data outside the table (e.g. the number 23) did not shift.



Insert row into table

#### Delete table row or column



- 1. **Select** a cell(s) within a table
- 2. Right-click and select Delete  $\rightarrow$  Table Rows
- 3. Review results

Steps are similar for removing columns; in step #2 select **Table Columns**. In the example below, notice data outside the table (e.g. the number 23) did not shift.

[		A	В	С	D	E	F	G
	1	Name	Q1 🔽	Q2 🔽	Q3	• Q4	💌 Total: 💌	
	2	Jane _{Cali}	bri <del>+</del> 11	- A^ Aĭ	\$ - %	9 🛱 7.0	00 \$391.00	
	3	Kav B	TEOT		, €0. 00	3 1.0	00 \$355.00	
	4	Britt	1 = •		.00 →.0	7.0	00 \$589.00	5
			_				\$ -	23
-	6	BER	Cu <u>t</u>		20	0 \$193.0	00 \$396.00	
	7	Tom []	<u>С</u> ору		0	\$ 167.0	00 \$620.00	1
	8	Abi 🗠			20	\$ 159.0	00 \$432.00	1
	9	Blak 💴	Paste Optio	ons:	X	0 \$ 69.0	0 \$424.00	ģ
	10		₿₿					Ę
	11		<b>D</b>					1
	12		Paste <u>Speci</u>	al				
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	14		D ( )					
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	17		Delete			100		
	18		Delete	AT .		-% lable	e <u>C</u> olumns	
	19	_	Se <u>l</u> ect	0	>	≣× Table	<u>Rows</u> 2	
	20	_	Clear Conte	ents	F			
l	21				-	_		j
		25	Ouick Anal	/sis	$\sim$			
		_			_			
		A	В	С	D	E	F	G
	1	Name	Q1 🔽	Q2 💌	Q3	▼ Q4	▼ Total: ▼	
	2	Jane	\$ 24.00	\$178.00	\$ 92.00	0 \$ 97.0	00 \$391.00	
	3	Kav	\$ 37.00	\$118.00	\$ 29.00	0 \$171.0	0 \$355.00	
	4	Britta	\$179.00	\$104.00	\$119.00	0 \$187.0	0 \$589.00	
5	5	Beki	\$ 82.00	\$ 33.00	\$ 88.00	0 \$193.0	0 \$396.00	23
	6	Tom	\$173.00	\$136.00	\$ 144.00	0 \$167.0	0 \$620.00	
	7	Abi	\$ 78.00	\$ 33.00	\$ 162.00	0 \$159.0	0 \$432.00	
	8	Blake	\$171.00	Ş 79.00	\$ 105.00	U Ş 69.0	00 \$424.00	
	-							

Delete a table row

#### 3.2.2 Configure table style options

Tables have several built-in table style options to control how the table appears. These items may be toggled on and off without losing any data.

Toggle table style options

- 1. Select anywhere within a table
- 2. Select the Table Design tab on the Ribbon; a table must be selected to see this tab
- 3. Check or uncheck the options in the Table Style Options panel

✓ Header Row	First Column	✓ Filter Button
Total Row	Last Column	
✓ Banded Rows	Banded Columns	
	Table Style Options	

Table style options on Design tab (table must be selected first)

The image below compares the same table with no **Table Style Options** applied (top) and with all options selected (bottom). Many variations are possible by selecting different combinations of options.

	Α	В	С	D	E	F
1						
2	Jane	\$ 24.00	\$178.00	\$ 92.00	\$ 97.00	\$ 391.00
3	Kav	\$ 37.00	\$118.00	\$ 29.00	\$171.00	\$ 355.00
4	Britta	\$179.00	\$104.00	\$119.00	\$187.00	\$ 589.00
5	Beki	\$ 82.00	\$ 33.00	\$ 88.00	\$193.00	\$ 396.00
6	Tom	\$173.00	\$136.00	\$144.00	\$167.00	\$ 620.00
7	Abi	\$ 78.00	\$ 33.00	\$162.00	\$159.00	\$ 432.00
8	Blake	\$171.00	\$ 79.00	\$105.00	\$ 69.00	\$ 424.00
9						
10						
_						
	А	В	с	D	E	F
1	A Nam∉ ▼	B Q1 ▼	C Q2 🔻	D Q3 🔻	E Q4 ▼	F Totals 🔻
1 2	A Nam∉ ▼ Jane	B Q1 ▼ \$ 24.00	C Q2 ▼ \$178.00	D Q3 ▼ \$ 92.00	E Q4 ▼ \$ 97.00	F Totals ▼ \$ 391.00
1 2 3	A Name Jane Kav	B Q1 ▼ \$ 24.00 \$ 37.00	C Q2 ▼ \$178.00 \$118.00	D Q3 ▼ \$ 92.00 \$ 29.00	E Q4 ▼ \$ 97.00 \$171.00	F Totals ▼ \$ 391.00 \$ 355.00
1 2 3 4	A Nam∢▼ Jane Kav Britta	B Q1 \$ 24.00 \$ 37.00 \$ 179.00	C Q2 \$178.00 \$118.00 \$104.00	D Q3 \$ 92.00 \$ 29.00 \$ 119.00	E Q4 \$ 97.00 \$171.00 \$187.00	F Totals ▼ \$ 391.00 \$ 355.00 \$ 589.00
1 2 3 4 5	A Name Jane Kav Britta Beki	B Q1 ▼ \$ 24.00 \$ 37.00 \$ 179.00 \$ 82.00	C Q2 \$ 178.00 \$ 118.00 \$ 104.00 \$ 33.00	D Q3 \$ 92.00 \$ 29.00 \$ 119.00 \$ 88.00	E Q4 \$ 97.00 \$171.00 \$187.00 \$193.00	F       Totals     ▼       \$ 391.00       \$ 355.00       \$ 589.00       \$ 396.00
1 2 3 4 5 6	A Name Jane Kav Britta Beki Tom	B Q1 ▼ \$ 24.00 \$ 37.00 \$ 179.00 \$ 82.00 \$ 173.00	C Q2 \$178.00 \$118.00 \$104.00 \$33.00 \$136.00	D Q3 ▼ \$ 92.00 \$ 29.00 \$ 119.00 \$ 88.00 \$ 144.00	E Q4 ▼ \$ 97.00 \$ 171.00 \$ 187.00 \$ 193.00 \$ 167.00	F       Totals     ▼       \$ 391.00       \$ 355.00       \$ 589.00       \$ 396.00       \$ 620.00
1 2 3 4 5 6 7	A Name ▼ Jane Kav Britta Beki Tom Abi	B Q1 ▼ \$ 24.00 \$ 37.00 \$ 179.00 \$ 82.00 \$ 173.00 \$ 78.00	C Q2 \$178.00 \$118.00 \$104.00 \$33.00 \$136.00 \$33.00	D Q3 ▼ \$ 92.00 \$ 29.00 \$ 119.00 \$ 88.00 \$ 144.00 \$ 162.00	E Q4 \$ 97.00 \$171.00 \$187.00 \$193.00 \$167.00 \$159.00	F       Totals     ▼       \$ 391.00       \$ 355.00       \$ 589.00       \$ 396.00       \$ 620.00       \$ 432.00
1 2 3 4 5 6 7 8	A Name ▼ Jane Kav Britta Beki Tom Abi Blake	B Q1 ▼ \$ 24.00 \$ 37.00 \$ 179.00 \$ 82.00 \$ 173.00 \$ 78.00 \$ 171.00	C Q2 \$178.00 \$118.00 \$104.00 \$33.00 \$136.00 \$33.00 \$33.00 \$79.00	D Q3 ▼ \$ 92.00 \$ 29.00 \$ 119.00 \$ 88.00 \$ 144.00 \$ 162.00 \$ 105.00	E Q4 ▼ \$ 97.00 \$171.00 \$187.00 \$193.00 \$167.00 \$159.00 \$ 69.00	F       Totals     ▼       \$ 391.00       \$ 355.00       \$ 356.00       \$ 620.00       \$ 432.00       \$ 424.00
1 2 3 4 5 6 7 8 9	A Name ▼ Jane Kav Britta Beki Tom Abi Blake Total	B Q1 ▼ \$ 24.00 \$ 37.00 \$ 179.00 \$ 173.00 \$ 78.00 \$ 171.00	C Q2 \$ 178.00 \$ 118.00 \$ 104.00 \$ 33.00 \$ 136.00 \$ 33.00 \$ 33.00 \$ 79.00	D         Q3       ▼         \$ 92.00       \$         \$ 29.00       \$         \$ 119.00       \$         \$ 144.00       \$         \$ 162.00       \$         \$ 105.00       \$	E Q4 ▼ \$ 97.00 \$ 171.00 \$ 187.00 \$ 193.00 \$ 167.00 \$ 159.00 \$ 69.00	F         Totals       ▼         \$ 391.00       \$         \$ 395.00       \$         \$ 589.00       \$         \$ 620.00       \$         \$ 432.00       \$         \$ 3,207.00       \$

Compare table style options; no options v. all options applied

#### 3.2.3 Insert and configure total rows

Inserting row totals, in a table, is part of the table style options that deserves special attention.

#### Insert table total row

- 1. Select anywhere within a table
- 2. Select the Table Design tab on the Ribbon; a table must be selected to see this tab
- 3. Check the Total Row option on the Table Style Options panel

A new row is added to the bottom of the table as shown in the example below, listing a total.

	A	В	C	D	E	F	
1	Name	Q1 🔽	Q2 🔽	Q3 🔽	Q4 🔽	Totals 🔻	3
2	Jane	\$ 24.00	\$178.00	\$ 92.00	\$ 97.00	\$ 391.00	2
3	Kav	\$ 37.00	\$118.00	\$ 29.00	\$171.00	\$ 355.00	4
4	Britta	\$179.00	\$104.00	\$119.00	\$187.00	\$ 589.00	
5	Beki	\$ 82.00	\$ 33.00	\$ 88.00	\$193.00	\$ 396.00	
6	Tom	\$173.00	\$136.00	\$144.00	¢ 167.00	\$ 620.00	
7	Abi	\$ 78.00	\$ 33.00	\$162.Q0	.00	\$ 432.00	
8	Blake	\$171.00	\$ 79.00	\$ 105.00	\$ 69.00	\$ 424.00	
9							1
10			1	1	1	1	1
_			🖌 Header R	ow 🗌 F	First Column	✓ Fil	ter Button
			✓ Total Row	(	.ast Column		
	A	E					
1	Name 🔽	Q	✓ Banded K	ows it	sanded Colu	mns	
2	Jane	\$ 24		Table	Style Option	ns	
3	Kav	\$ 37.00	\$118.00	\$ 29.00	\$171.00	\$ 355.00	3
4	Britta	\$179.00	\$104.00	\$119.00	\$187.00	\$ 589.00	}
5	Beki	\$ 82.00	\$ 33.00	\$ 88.00	\$193.00	\$ 396.00	Ş
6	Tom	\$173.00	\$136.00	\$144.00	\$167.00	\$ 620.00	3
7	Abi	\$ 78.00	\$ 33.00	\$162.00	\$159.00	\$ 432.00	$\left( 3 \right)$
8	Blake	\$171.00	\$ 79.00	\$105.00	\$ 69.00	\$ 424.00	
9	Total					\$ 3,207.00	
10							

Insert total rows in a table

**Optional step:** Once a table Total Row is added, click at the bottom of each column (#4) to apply a function, such as sum, max, min, etc. (#5) to the column as shown in the image below.

$\sim$	ADI	~\$~ <u>78.00</u>	5 23:00	1.62.00	\$159.00	\$~452.00	~~1
8	Blake	\$171.00	\$ 79.00 ⁴	105.00	\$ 69.00	\$ 424.00	
9	Total	\$744.00				\$3,207.00	
10		None	12				
11		Count	e				
12		Count	Numbers				
Co. tota	nfigure a tabl al row	le Min Sum StdDev Var More F	unctions				_

# 3.3. Filter and sort table data

Tables can be quickly sorted and filtered to look at relevant data.

#### 3.3.1 Filter records

When a table has the Header Row and Filter Button (turned on via Table Style Options) filtering data is very simple.

Filter records

- 1. Click a filter arrow in the header row.
- **2.** Select a filter option(s).
- 3. Click **OK**.

Unlike sorting a regular column, the entire table is automatically sorted to maintain data integrity.

The image below compares the same table sorted/filtered three different ways.

A	(1) B	C		D	E	F	
1 Name	× Q1	🗸 Q2	-	Q3 🖵	Q4 🔽	Totals 🖵	1
^A ↓ <u>S</u> ort A to Z	3	)	0 \$	92.00	\$ 97.00	\$ 391.00	1
Z↓ S <u>o</u> rt Z to A		)	0 \$	29.00	\$171.00	\$ 355.00	
Sor <u>t</u> by Color		>)	0 \$	119.00	\$187.00	\$ 589.00	1
🔀 <u>C</u> lear Filter F	rom "Name"	)	0 \$	88.00	\$193.00	\$ 396.00	1
Filter by Color			0 \$	144.00	\$167.00	\$ 620.00	ļ
Text <u>F</u> ilters		2) >>	0 \$	162.00	\$159.00	\$ 432.00	
Search		p)	0 \$	105.00	\$ 69.00	\$ 424.00	i
🗹 (Select	All)					\$3,207.00	And a
Abi							1
Blake							
🗹 Britta							
🗹 Jane		- 1	-				-
<b>⊻</b> Iom							
3	ОК	Cancel					

Click column arrow to view filter options

		A Sort A	to Z
	A		Y
1	Name 🖵	Q1 🔽	Q
2	Abi	\$ 78.00	\$ 3
3	Beki	\$ 82.00	\$ 3
4	Blake	\$171.00	\$ 7
5	Britta	\$179.00	\$10
6	Jane	\$ 24.00	\$17
7	Kav	\$ 37.00	\$11
8	Tom	\$173.00	\$13
9	Total		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

4	-	
	A	Abi
1	Namen	Blake
3	Beki	🗹 Britta
4	Blake	Jane
5	Britta	Tom
9	Total	5
10		
11		<u> </u>
12		
13		

	A	S <u>o</u> rt Largest to S	mallest
1	Name	Q1 📮	ģ
2	Britta	\$179.00	\$10
3	Tom	\$173.00	\$13
4	Blake	\$171.00	\$7,
5	Beki	\$ 82.00	\$3}
6	Abi	\$ 78.00	\$ 3
7	Kav	\$ 37.00	\$11
8	Jane	\$ 24.00	\$17
9	Total		}

Compare various filter results

#### 3.3.2 Sort data by multiple columns

Tables may be sorted by more than one column in Excel.

In the example below, there are multiple categories with the same name, and they are further defined by the Mark category. Thus, we will sort by the Categories column and then the Mark column; e.g. seating will self-sort for Mark. Sort data by multiple columns



- 1. **Click** anywhere within a table
- 2. Select Home → Sort & Filter → Custom Sort...
- 3. In the Sort dialog:
  - a. Click the Add Level button
  - b. Set the first 'Sort by' row to Category
  - c. Set the second 'Sort by' row to **Mark**
  - d. Click **OK**
- 4. Review the results

	A	В	L 1
1	Category 🔽	Mark 🔽	Total
2	Lighting	LT1	\$568.10
3	Seating	CH1	\$12,569.70
4	Specialty Equipment	SP1	\$524.70
5	Specialty Equipment	SP2	\$999.90
6	Specialty Equipment	SP3	\$1,316.70
7	Specialty Equipment	SP4	\$480.15
8	Seating	CH1a	\$1,442.10
9	Seating	CH1b	\$22,447.92
10	Seating	CH4	\$13,203.96
11	Seating	CH5	\$2,646.60
12	Seating	CH6	\$6,547.20
13	Seating	CH7	\$10,890.00
14	Seating	CH8	\$8,162.88
15	Recption Desk	RECPT	\$17,424.00
16	Tables	TBL8	\$1,623.60
17	Tables	TBL1	\$6,560.40
18	Tables	TBL2a	\$557.70
19	Tables	TBL2b	\$4,474.80
20	Seating	CH2	\$25,030.50
21	Seating	CH3	\$73,756.32
22	Tables	TBL3	\$1,624.26
23	Tables	TBL4b	\$3,049.20

	A	В	L 4
1	Category 🚽	Mark 🚽	Total
2	Lighting	LT1	\$568.10
3	Recption Desk	RECPT	\$17,424.00
4	Seating	CH1	\$12,569.70
5	Seating	CH1a	\$1,442.10
6	Seating	CH1b	\$22,447.92
7	Seating	CH2	\$25,030.50
8	Seating	CH3	\$73,756.32
9	Seating	CH4	\$13,203.96
10	Seating	CH5	\$2,646.60
11	Seating	CH6	\$6,547.20
12	Seating	CH7	\$10,890.00
13	Seating	CH8	\$8,162.88
14	Specialty Equipment	SP1	\$524.70
15	Specialty Equipment	SP2	\$999.90
16	Specialty Equipment	SP3	\$1,316.70
17	Specialty Equipment	SP4	\$480.15
18	Tables	TBL1	\$6,560.40
19	Tables	TBL2a	\$557.70
20	Tables	TBL2b	\$4,474.80
21	Tables	TBL3	\$1,624.26
22	Tables	TBL4b	\$3,049.20
23	Tables	TBL8	\$1,623.60

AT A	Sort		? ×
Sort & 2	+ Add Level $ imes$ Delete Level	Copy Level <u>Optio</u>	ns 🗹 My data has <u>h</u> eaders
	Column	Sort On	Order
A Sort A to Z	Sort by Category 🗸	Cell Values	A to Z 🗸
Z   Sort 7 to A	Then by Mark 🗸	Cell Values 🗸	A to Z
AU SONZIOA			
↓↑ C <u>u</u> stom Sort	(3)		
Filter	-		
🔀 <u>C</u> lear			
Reapply			OK Cancel

Sort data by multiple columns in table

## 3.0 Practice Tasks

Try the topics covered in this chapter to make sure you understand the concepts. These tasks are sequential and should be completed in the same Excel workbook unless noted otherwise. Saving the results is optional, unless assigned by an instructor.

#### Task 3.1:

✓ Open Quarterly Sales Report by Associate.xlsx, and then create a table based on the following range: A2:F9. Use the following style: Orange, Table Style Light 10.

#### Task 3.2

✓ **Insert** a new table row above Abi.

#### Task 3.3

✓ Add a **Total Row** using Table Style Options.

#### Task 3.4:

✓ Toggle on the **First Column** setting via Table Style Options.

#### Task 3.5:

✓ **Sort** the table by first name, alphabetically.

	А	В	С	D	E	F	G
1	Quarterly Sales Report by Associate						
2	Column1 🚽	Q1 💌	Q2 💌	Q3 💌	Q4 💌	Column2 🔽	
3	Abi	78	33	162	159		1
4	Beki	82	33	88	193		}
5	Blake	167	79	105	73		
6	Britta	167	104	119	185		1
7	Jane	23	178	92	96		j
8	Kav	37	120	31	171		
9	Tom	145	125	133	166		5
10							
11	Total					0	
12							1
13							
h	h	wwwww.					~~~