

MANAGING TABLES IN MICROSOFT® EXCEL® 2007

You can turn a range of cells into a table (known as a list in Excel 2003) which makes it easier to sort and filter records. A table can also quickly produce statistical information, eg totals, averages, counts, standard deviations.

1. Open the file `Employees.xlsx`. (This can be downloaded from the web at: <http://www.bradford.ac.uk/lss/training/resources> - Email username & password required)

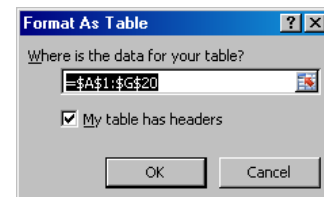
This file contains a list of employees and their details.

Each *row* is a different *record*;

Each *column* provides different information about the employee and is known as a *field*. At the top of each column is the name of the field, known as the *field header*.

2. Click anywhere in the data range.
3. From the **Home** tab, select **Format as Table**, from the **Styles** group.
4. Choose **Table Style Medium 2** from the list.

A window will appear checking that you have selected the correct data.



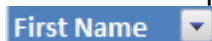
5. Click **OK**.

From now on, Excel will treat your data as a table with records and fields, rather than just a collection of disconnected data. Notice the following:

- The table has been formatted with a different fill colour for the heading row.
- Odd and even rows are formatted with a different colour.

Note: If the table rows are all the same colour you need to select the **Banded Rows** option from the **Table Style Options** group in the **Design** tab.

- Arrows have appeared next to each table header that will allow us to filter the table.

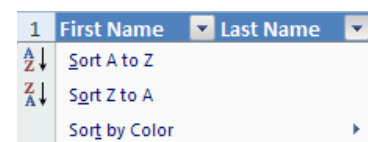


Sorting a Table

Try sorting by alphabetical order of Last Name:

1. Click on the arrow in the header of the **Last Name** column and select **Sort A to Z**.

Note: To sort in reverse alphabetical order, select *Sort Z to A*. If you have a fill colour in a column of cells, you can choose to *Sort by Colour*.



Tables can have sorts within sorts (on up to 64 columns). Say we wanted to sort first by Department and then by Last Name:

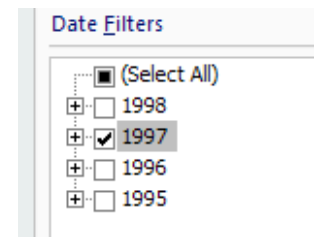
1. In the **Data** tab select **Sort** from the **Sort & Filter** group.
2. In the **Sort** window that appears, click on the **Sort by** arrow and choose **Department**, and then click on **Add Level**.
3. Click on the **Then by** arrow and choose **Last Name**

4. Click **OK** and view your results.

Filtering a Table

'Filtering' is the name given for finding all records that match certain criteria. Say we want to see just the 1997 dates of employment:

1. Click on the **Date of Employ** arrow, click in the **(Select All)** box to deselect the dates and then select **1997**.
2. Click **OK** and view your results.
3. To see all the staff again, click the **Date of Employ** arrow and then click on the **(Select All)** box.



We can use criteria from more than one field to filter, eg to find only the male staff who started employment in 1997:

1. Filter the **Date of Employ** for **1997** and the **Gender** column for **M**.

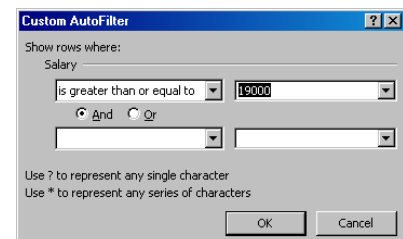
Try another way for showing all the records:

2. From the **Data** tab, click on the **Filter** button in the **Sort & Filter** group.

More about filtering

Say you wanted to filter all staff who earned *at least* £19000:

1. Click on the **Salary** arrow and select **Number Filters**.
2. Choose **Greater Than Or Equal To** from the menu. The Custom AutoFilter box will appear.
3. In the box to the right, click on the arrow and select **19000** (alternatively you could type this in).
4. Click **OK** and view your results.



Finding Statistical Information

1. Make sure all records are showing.
2. From the **Design** tab, click on the **Total Row button** in the **Table Style Options** group.

Notice that the **Total** row appears at the bottom of your table. By default the Total row always adds up the last column (or counts it, if it is text.).

Note: Any column can be 'totalled'. Select the appropriate cell in the total row, then click on the arrow to the right of the cell, and select the function you want.

3. Select the cell containing the Salary total, then click on the arrow and choose **Average**.
4. Select the totals cell beneath the **Last Name** column, click on the arrow and choose **Count**.

Totalling Filtered Tables

The advantage of using the Total row is that it will 'total' the contents of filtered tables.

1. Experiment by filtering the table, and see how the 'totals' change.
2. Close the file `Employees.xlsx` without saving it.