



# HOW TO CREATE TABLES IN MS EXCEL

Date: 11<sup>th</sup> July 2023



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## How to Create a Table in Excel

MS Excel allows you to create tables from any range of related data within in a worksheet. A table is a collection of data called records, records contain information about one or more employees, products or even accounting details depending on the information within the workbook.

### Step 1: Opening the workbook.

1. Open MS Excel.

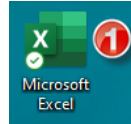


Figure 1: Excel Icon

2. Locate and open the Workbook.

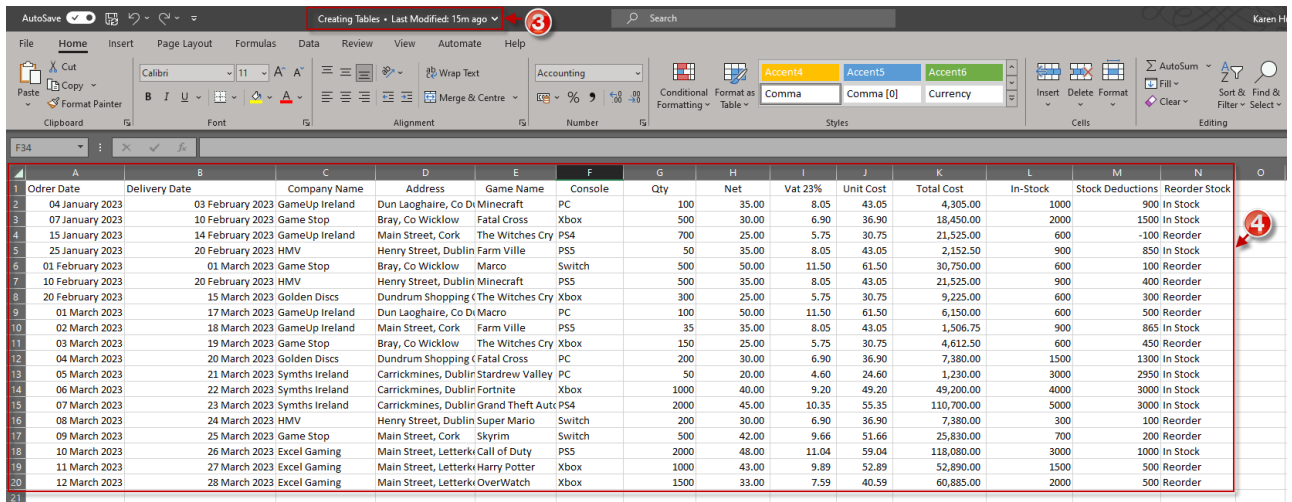


Please note: for this example, I created a file called Creating



Figure 2: Workbook

3. Workbook opened in MS Excel.



| Order Date       | Delivery Date    | Company Name   | Address               | Game Name        | Console | Qty  | Net   | Vat 23% | Unit Cost | Total Cost | In-Stock | Stock Deductions | Reorder Stock |
|------------------|------------------|----------------|-----------------------|------------------|---------|------|-------|---------|-----------|------------|----------|------------------|---------------|
| 04 January 2023  | 03 February 2023 | GameUp Ireland | Dun Laoghaire, Co Di  | Minecraft        | PC      | 100  | 35.00 | 8.05    | 43.05     | 4,305.00   | 1000     | 900              | In Stock      |
| 07 January 2023  | 10 February 2023 | Game Stop      | Bray, Co Wicklow      | Fatal Cross      | Xbox    | 500  | 30.00 | 6.90    | 36.90     | 18,450.00  | 2000     | 1500             | In Stock      |
| 15 January 2023  | 14 February 2023 | GameUp Ireland | Main Street, Cork     | The Witches Cry  | PS4     | 700  | 25.00 | 5.75    | 30.75     | 21,525.00  | 600      | -100             | Reorder       |
| 25 January 2023  | 20 February 2023 | HMV            | Henry Street, Dublin  | Farm Ville       | PSS     | 50   | 35.00 | 8.05    | 43.05     | 2,152.50   | 900      | 850              | In Stock      |
| 01 February 2023 | 01 March 2023    | Game Stop      | Bray, Co Wicklow      | Marco            | Switch  | 500  | 50.00 | 11.50   | 61.50     | 30,750.00  | 600      | 100              | Reorder       |
| 10 February 2023 | 20 February 2023 | HMV            | Henry Street, Dublin  | Minecraft        | PSS     | 500  | 35.00 | 8.05    | 43.05     | 21,525.00  | 900      | 400              | Reorder       |
| 20 February 2023 | 15 March 2023    | Golden Discs   | Dundrum Shopping C    | The Witches Cry  | Xbox    | 300  | 25.00 | 5.75    | 30.75     | 9,225.00   | 600      | 300              | Reorder       |
| 01 March 2023    | 17 March 2023    | GameUp Ireland | Dun Laoghaire, Co Di  | Macro            | PC      | 100  | 50.00 | 11.50   | 61.50     | 6,150.00   | 600      | 500              | Reorder       |
| 02 March 2023    | 18 March 2023    | GameUp Ireland | Main Street, Cork     | Farm Ville       | PSS     | 35   | 35.00 | 8.05    | 43.05     | 1,506.75   | 900      | 865              | In Stock      |
| 03 March 2023    | 19 March 2023    | Game Stop      | Bray, Co Wicklow      | The Witches Cry  | Xbox    | 150  | 25.00 | 5.75    | 30.75     | 4,612.50   | 600      | 450              | Reorder       |
| 04 March 2023    | 20 March 2023    | Golden Discs   | Dundrum Shopping C    | Fatal Cross      | PC      | 200  | 30.00 | 6.90    | 36.90     | 7,380.00   | 1500     | 1300             | In Stock      |
| 05 March 2023    | 21 March 2023    | Symths Ireland | Carrickmines, Dublin  | Stardrew Valley  | PC      | 50   | 20.00 | 4.60    | 24.60     | 1,230.00   | 3000     | 2950             | In Stock      |
| 06 March 2023    | 22 March 2023    | Symths Ireland | Carrickmines, Dublin  | Fortnite         | Xbox    | 1000 | 40.00 | 9.20    | 49.20     | 49,200.00  | 4000     | 3000             | In Stock      |
| 07 March 2023    | 23 March 2023    | Symths Ireland | Carrickmines, Dublin  | Grand Theft Auto | PS4     | 2000 | 45.00 | 10.35   | 55.35     | 110,700.00 | 5000     | 3000             | In Stock      |
| 08 March 2023    | 24 March 2023    | HMV            | Henry Street, Dublin  | Super Mario      | Switch  | 200  | 30.00 | 6.90    | 36.90     | 7,380.00   | 300      | 100              | Reorder       |
| 09 March 2023    | 25 March 2023    | Game Stop      | Main Street, Cork     | Skyrim           | Switch  | 500  | 42.00 | 9.66    | 51.66     | 25,830.00  | 700      | 200              | Reorder       |
| 10 March 2023    | 26 March 2023    | Excel Gaming   | Main Street, Letterki | Call of Duty     | PSS     | 2000 | 48.00 | 11.04   | 59.04     | 118,080.00 | 3000     | 1000             | In Stock      |
| 11 March 2023    | 27 March 2023    | Excel Gaming   | Main Street, Letterki | Harry Potter     | Xbox    | 1000 | 43.00 | 9.89    | 52.89     | 52,890.00  | 1500     | 500              | Reorder       |
| 12 March 2023    | 28 March 2023    | Excel Gaming   | Main Street, Letterki | OverWatch        | Xbox    | 1500 | 33.00 | 7.59    | 40.59     | 60,885.00  | 2000     | 500              | Reorder       |

Figure 3: Data within Workbook

4. Data Range.



## Step 2: Creating the Table.

## 5. Click anywhere within the Data Range.

|    | A                | B                | C              | D                       | E                | F       | G    | H     | I       | J         | K          | L        | M                | N             | O |
|----|------------------|------------------|----------------|-------------------------|------------------|---------|------|-------|---------|-----------|------------|----------|------------------|---------------|---|
|    | Order Date       | Delivery Date    | Company Name   | Address                 | Game Name        | Console | Qty  | Net   | Vat 23% | Unit Cost | Total Cost | In-Stock | Stock Deductions | Reorder Stock |   |
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| 2  | 07 January 2023  | 10 February 2023 | Game Stop      | Bray, Co Wicklow        | Fatal Cross      | Xbox    | 500  | 30.00 | 6.90    | 36.90     | 18,450.00  | 2000     | 1500             | In Stock      |   |
| 3  | 15 January 2023  | 14 February 2023 | GameUp Ireland | Main Street, Cork       | The Witches Cry  | PS4     | 700  | 25.00 | 5.75    | 30.75     | 21,525.00  | 600      | -100             | Reorder       |   |
| 4  | 25 January 2023  | 20 February 2023 | HMV            | Henry Street, Dublin    | Farm Ville       | PSS     | 50   | 35.00 | 8.05    | 43.05     | 2,152.50   | 900      | 850              | In Stock      |   |
| 5  | 01 February 2023 | 01 March 2023    | Game Stop      | Bray, Co Wicklow        | Marco            | Switch  | 500  | 50.00 | 11.50   | 61.50     | 30,750.00  | 600      | 100              | Reorder       |   |
| 6  | 10 February 2023 | 20 February 2023 | HMV            | Henry Street, Dublin    | Minecraft        | PSS     | 500  | 35.00 | 8.05    | 43.05     | 21,525.00  | 900      | 400              | Reorder       |   |
| 7  | 20 February 2023 | 15 March 2023    | Golden Discs   | Dundrum Shopping (The   | Witches Cry      | Xbox    | 300  | 25.00 | 5.75    | 30.75     | 9,225.00   | 600      | 300              | Reorder       |   |
| 8  | 01 March 2023    | 17 March 2023    | GameUp Ireland | Dun Laoghaire, Co Di    | Macro            | PC      | 100  | 50.00 | 11.50   | 61.50     | 6,150.00   | 600      | 500              | Reorder       |   |
| 9  | 02 March 2023    | 18 March 2023    | GameUp Ireland | Main Street, Cork       | Farm Ville       | PSS     | 35   | 35.00 | 8.05    | 43.05     | 1,506.75   | 900      | 865              | In Stock      |   |
| 10 | 03 March 2023    | 19 March 2023    | Game Stop      | Bray, Co Wicklow        | The Witches Cry  | Xbox    | 150  | 25.00 | 5.75    | 30.75     | 4,612.50   | 600      | 450              | Reorder       |   |
| 11 | 04 March 2023    | 20 March 2023    | Golden Discs   | Dundrum Shopping (Fatal | Cross            | PC      | 200  | 30.00 | 6.90    | 36.90     | 7,380.00   | 1500     | 1300             | In Stock      |   |
| 12 | 05 March 2023    | 21 March 2023    | Symths Ireland | Carrickmines, Dublin    | Stardrew Valley  | PC      | 50   | 20.00 | 4.60    | 24.60     | 1,230.00   | 3000     | 2950             | In Stock      |   |
| 13 | 06 March 2023    | 22 March 2023    | Symths Ireland | Carrickmines, Dublin    | Fortnite         | Xbox    | 1000 | 40.00 | 9.20    | 49.20     | 49,200.00  | 4000     | 3000             | In Stock      |   |
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Figure 4: Selecting cell.

## 6. Click Insert.

|    | A                | B                | C              | D                               | E                | F       | G    | H     | I       | J         | K          | L        | M                | N             | O |
|----|------------------|------------------|----------------|---------------------------------|------------------|---------|------|-------|---------|-----------|------------|----------|------------------|---------------|---|
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| 2  | 07 January 2023  | 10 February 2023 | Game Stop      | Bray, Co Wicklow                | Fatal Cross      | Xbox    | 500  | 30.00 | 6.90    | 36.90     | 18,450.00  | 2000     | 1500             | In Stock      |   |
| 3  | 15 January 2023  | 14 February 2023 | GameUp Ireland | Main Street, Cork               | The Witches Cry  | PS4     | 700  | 25.00 | 5.75    | 30.75     | 21,525.00  | 600      | -100             | Reorder       |   |
| 4  | 25 January 2023  | 20 February 2023 | HMV            | Henry Street, Dublin 1          | Farm Ville       | PSS     | 50   | 35.00 | 8.05    | 43.05     | 2,152.50   | 900      | 850              | In Stock      |   |
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| 11 | 04 March 2023    | 20 March 2023    | Golden Discs   | Dundrum Shopping Centre, Dublin | Fatal Cross      | PC      | 200  | 30.00 | 6.90    | 36.90     | 7,380.00   | 1500     | 1300             | In Stock      |   |
| 12 | 05 March 2023    | 21 March 2023    | Symths Ireland | Carrickmines, Dublin 18         | Stardrew Valley  | PC      | 50   | 20.00 | 4.60    | 24.60     | 1,230.00   | 3000     | 2950             | In Stock      |   |
| 13 | 06 March 2023    | 22 March 2023    | Symths Ireland | Carrickmines, Dublin 19         | Fortnite         | Xbox    | 1000 | 40.00 | 9.20    | 49.20     | 49,200.00  | 4000     | 3000             | In Stock      |   |
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Figure 5: Inserting Table

## 7. Click Table.

## 8. A pop-up window will appear.

|  |      |     |       |       |       |            |      |      |          |  |
|--|------|-----|-------|-------|-------|------------|------|------|----------|--|
|  | Xbox | 500 | 30.00 | 6.90  | 36.90 | 18,450.00  | 2000 | 1500 | In Stock |  |
|  | PS4  | 700 | 25.00 | 5.75  | 30.75 | 21,525.00  | 600  | -100 | Reorder  |  |
|  | PSS  | 50  | 35.00 | 8.05  | 43.05 | 2,152.50   | 900  | 850  | In Stock |  |
|  |      |     |       | 11.50 | 61.50 | 30,750.00  | 600  | 100  | Reorder  |  |
|  |      |     |       | 8.05  | 43.05 | 21,525.00  | 900  | 400  | Reorder  |  |
|  |      |     |       | 5.75  | 30.75 | 9,225.00   | 600  | 300  | Reorder  |  |
|  |      |     |       | 11.50 | 61.50 | 6,150.00   | 600  | 500  | Reorder  |  |
|  |      |     |       | 8.05  | 43.05 | 1,506.75   | 900  | 865  | In Stock |  |
|  |      |     |       | 5.75  | 30.75 | 4,612.50   | 600  | 450  | Reorder  |  |
|  |      |     |       | 6.90  | 36.90 | 7,380.00   | 1500 | 1300 | In Stock |  |
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|  |      |     |       | 9.89  | 52.89 | 52,890.00  | 1500 | 500  | Reorder  |  |
|  |      |     |       | 7.59  | 40.59 | 60,885.00  | 2000 | 500  | Reorder  |  |

Figure 6: Creating Table



9. You will see our data range in the text box.

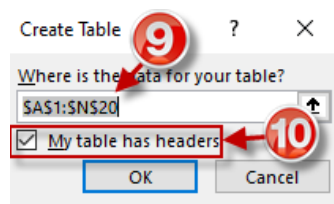


Figure 7: Table Headers

10. Check the My table has headers if not already done.

11. Click OK when done.

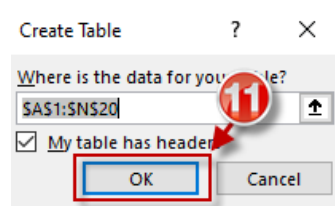


Figure 8: OK Button

12. Excel now creates a table and will apply a table style.

| Order Date       | Delivery Date    | Company Name   | Address                         | Game Name        | Console | Qty  | Net   | Vat 23% | Unit Cost | Total Cost | In-Stock | Stock Deductions | Reorder Stock |
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Figure 9: Completed Table



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