

Tables Overview

In Excel 2007, a Table is a range of data that can be sorted, filtered, and formatted according to user specifications.

Excel *Tables* are simple databases, which are stored in Excel workbook files. Excel prefers the term *table* for its database-like tools and features in order to distinguish them from database applications such as Access. This document provides a basic overview of *Tables* in Excel 2007.

Table Terms

Excel *Tables* are made up of columns, column labels, and rows; they can be sorted and/or filtered according to your specifications.

Columns

determine the informational structure of table rows

NOTE: These are the same as database *fields*.

Column Labels

identify columns; they often have special formatting

NOTE: These are the same as database *field names*.

Rows

contain specific data, according to column labels

NOTE: These are the same as database *records*.

AutoFilter

button at top of each *Table* column; provides quick access to sort and filter tools

Sort

arranges *Table* data in order according to text, numbers, time, date, or specific criteria (also see Using the Sort Command).

NOTE: Unlike filter, sort displays all table data, but puts them in a specific order.

Filter

displays only data meeting criteria you specify (e.g., name, year) (also see Filtering Your Database).

NOTE: Unlike sorting, filtering hides some table data, showing only that which fits your criteria.

	A	B	C	
1	Author	Title	Print Year	Publisher
2	Allende, Isabel	Daughter of Fortune	1999	Harper Col
3	Baldwin, James	Collected Essays	1998	Library of A
4	Baraka, Amiri	Transbluency	1995	Marsilio Pu
5	Brautigan, Richard	An Unfortunate Woman	2000	St. Martin's
6	Du Maurier, Daphne	Rebecca's Tale	2001	Morrow
7	Erdrich, Louise	Love Medicine	1984	Holt, Rineh
8	Evanovich, Janet	One for the Money	1994	Scribner's

Tips for Setting Up a Table

There are a few things to consider before creating your Table:

- Columns are the foundation of an Excel *Table*. *Table* rows are easy to add and remove, but adding or removing *Table* columns disrupts a *Table*'s basic structure. To save time and frustration, determine exactly what columns are necessary before creating your *Table*.
- Do not leave blank rows in the middle of your *Table*. Blank rows will interfere with *Table* analysis functions.
- Either enter numeric data as numbers or as text; do not combine the two.

HINTS:

When using analysis functions, numbers are counted before text.

When using mathematical formulas (e.g., SUM and AVERAGE), numbers cannot be entered as text.

For more information on entering numbers and text, refer to Getting Started with Excel.

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