

Activity 17 - Create and Modify Tables

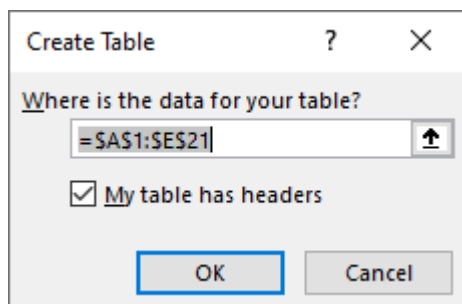
Data File

17.Develetech Sales.xlsx

Scenario

As an administrative assistant to the vice president of sales at Develetech Industries, you have been asked to create a report of the third quarter sales. The third quarter sales report should delineate each of the quarter's records. You decide the best way to present this data is to create a table from the data.

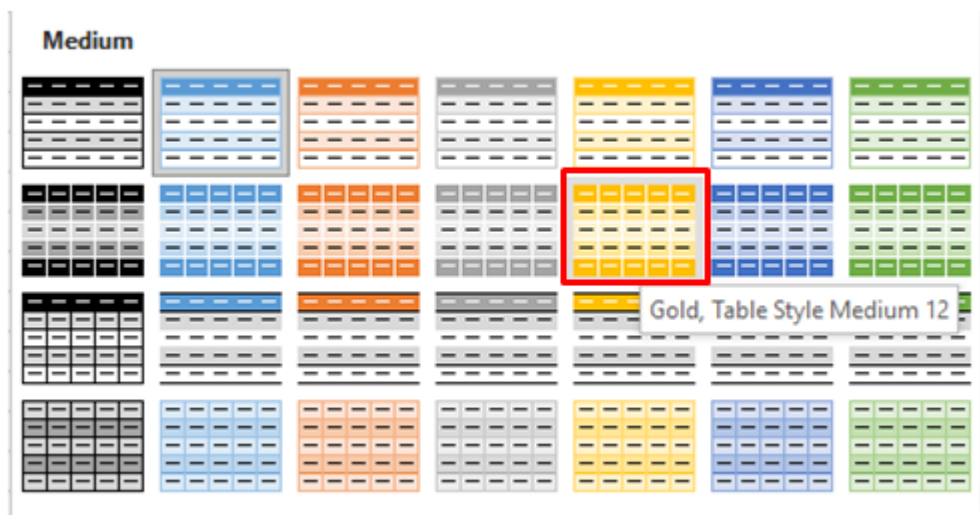
1. In Excel, open the workbook **17.Develetech Sales.xlsx**.
2. Convert the data for the third quarter sales into a table.
 - a. On the **Quarter 3 Sales** worksheet, verify that there are no blank rows or columns within the dataset.
 - b. With cell **A1** selected, select **Insert** → **Table**.
 - c. In the **Create Table** dialog box, ensure that the range listed is **=\$A\$1:\$E\$21**.
 - d. Verify that the **My table has headers** check box is checked and select **OK**.



3. Apply a quick style to the table.
 - a. If necessary, select any cell within the table to display the **Table Design** contextual tab.
 - b. Select the **Table Design** contextual tab, then in the **Table Styles** group, select the **More** button.



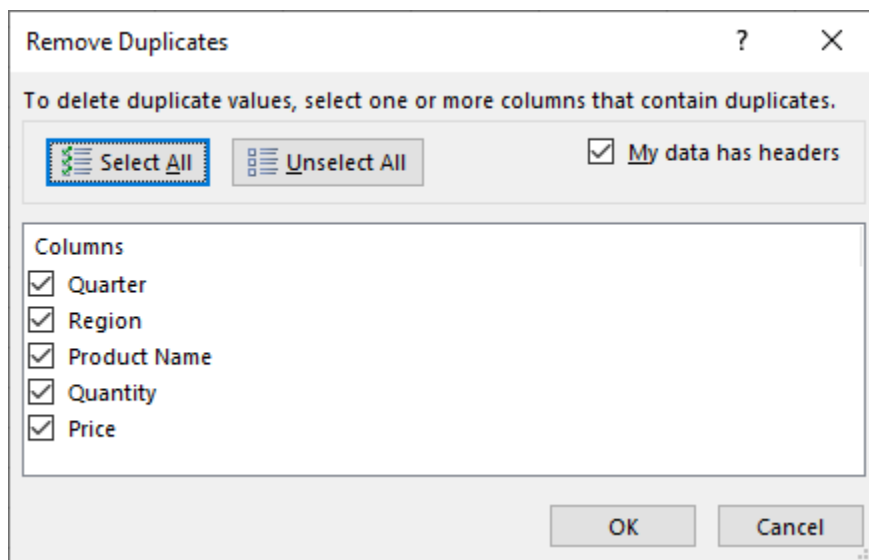
- c. In the **Table Styles** gallery, from the **Medium** section, select **Gold, Table Style Medium 12**.



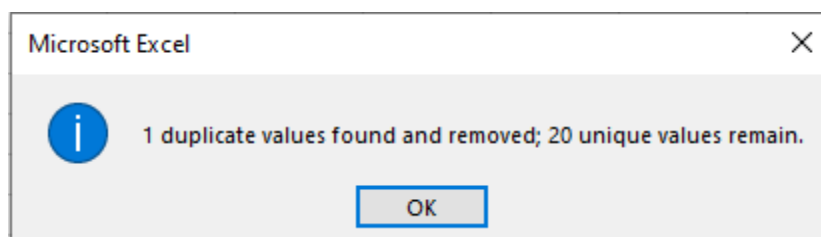
4. Add a new sales entry and a new column to the table.
 - a. Select cell **A22** and type **Q3** and press **Tab**.
 - As you enter the new record, Excel automatically formats the row according to the table style.
 - b. Enter the remaining values for the entry in row **22**.
 - B22: **West**
 - C22: **Desktops**
 - D22: **327**
 - E22: **668**
 - c. Select cell **F1** and enter **Total Sales**

19	Q3	West	Cameras	180	\$287
20	Q3	West	Laptops	487	\$558
21	Q3	West	Printers	339	\$208
22	Q3	West	Desktops	327	\$668

- While a cell in the table is selected, when you scroll down the worksheet, Excel will change the column headings from A to F into the column headings of your table.
- a. Select cell **F1** and enter **Total Sales**
5. Remove the duplicate Northeast region data for cameras from the table.
 - a. Verify that the table is selected and select **Table Design** → **Remove Duplicates**.
 - b. In the **Remove Duplicates** dialog box, verify that **My data has headers** is selected and that all columns are selected, and select **OK** to remove the duplicate row.



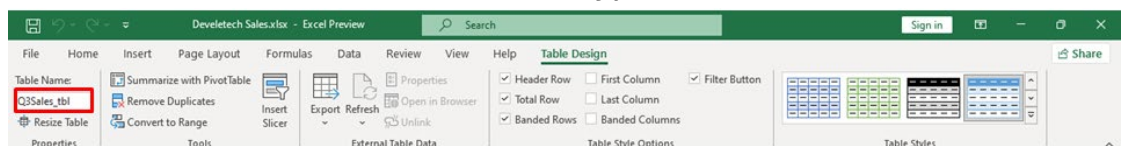
- c. Verify that one duplicate value was found and removed from the table and select **OK**.



d.

6. Create a defined name for the table.

- a. Select the **Table Design** contextual tab, if necessary, and then select the **Table Name** text box and type **Q3Sales_tbl**



- b. Press **Enter**.

7. Save the workbook as **My Develetech Sales.xlsx** and keep the file open.