(Legacy) Microsoft Excel 2007: Creating Tables

This article is based on legacy software.

Excel *Tables* are useful for managing sets of related data. Excel 2007 makes it easy to set up a *Table* and add data to it. For basic information on *Tables*, refer to Tables Overview.
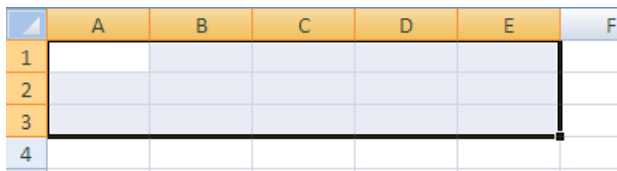
Creating a Table

By creating a table with Excel's *Table* button, you will have access to *Table Tools* and the accompanying *Design* command tab (neither of which are available for normal a data range).

You can either create a blank table or create a table from an existing data range.

Creating a Table: From a Blank Cell Range

1. On your worksheet, select a range of cells you want to make into a *Table*.

2. From the *Insert* command tab, in the *Tables* group, click **Table.**
    NOTES:
    The Create Table dialog box appears, displaying the selected cell range.
    Behind the Create Table dialog box, the selected cell range is highlighted with an animated border.

3. (Optional) To specify a different cell range, in the *Where is the data for your table?* text box, type the desired cell range.

    OR

   To select the range,

    a. Click **Collapse Dialog Box.**

b. Select the desired cell range.

c. Click **Expand Dialog Box.**

d. Click **OK.**

4. (Optional) If your selected cell range already has headers (i.e., column labels), select **My table has headers.**

5. To accept the selected cell range for your table, click **OK**.

The selected cell range is converted into a *Table*.

	A	B	C	D	E	F
1	Column1	Column2	Column3	Column4	Column5	
2						
3						
4						
5						

NOTE: For information on Table terms, refer to Tables Overview: Table Terms.

Creating a Table: From an Existing Data Range

1. Select the data that will make up your *Table.*

2. From the *Insert* command tab, in the *Tables* group, click **Tables.**
The *Create Table* dialog box appears, displaying the selected data range.
If Excel detects headers (i.e., column labels) in the selected data range, the *My table has headers* option is automatically selected.

3. (Optional) If your table does not already have headers (i.e., column labels), deselect **My table has headers.**

4. (Optional) To specify a different cell range, in the *Where is the data for your table?* text box, type the desired cell range.

   OR

   To select the range,

   a. Click **Collapse Dialog Box.**

   b. Select the desired cell range.

   c. Click **Expand Dialog Box.**

   d. Click **OK.**

5. To accept the selected cell range for your *Table*, click **OK**.

    The selected cell range is converted into a *Table*.

To convert a Table back to a data range:

1. Select a cell within the *Table.*

2. From the *Design* command tab, in the *Tools* group, click **Convert to Range.** ⊞ Convert to Range

3. In the confirmation dialog box, click **Yes.**
    The *Table* is converted to a range.

Using Forms to Enter Table Data

Once your *Table* has been created, Excel provides an easy way to enter data called the *Form* feature. Instead of moving the cursor to each new cell, with the *Form* feature you can add and edit *Table* data from a simple dialog box. The *Form* dialog box is also helpful for searching for records. The *Find Next* and *Find Prev* options make locating a specific record easier.

In Excel 2007, to access the *Form* feature, the *Form* button must first be added to the Quick Access toolbar.

Adding the Form Button to the Quick Access Toolbar

1. At the top of the Excel window, to the right of the *Quick Access* toolbar, click **Customize Quick Access Toolbar** ⊟ » select ***More Commands***.
    The *Excel Options* dialog box appears, with *Customize* selected.

2. From the *Customize Quick Access Toolbar* section, in the *Choose commands from* pull-down list, select ***Commands Not in the Ribbon.***
    The scroll box under the pull-down list refreshes to display several commands not found on the *Ribbon*.

3. From the scroll box, select ***Form...***

4. Click **Add.**

5. Click **OK**.
    The *Form* button is added to the *Quick Access* toolbar.

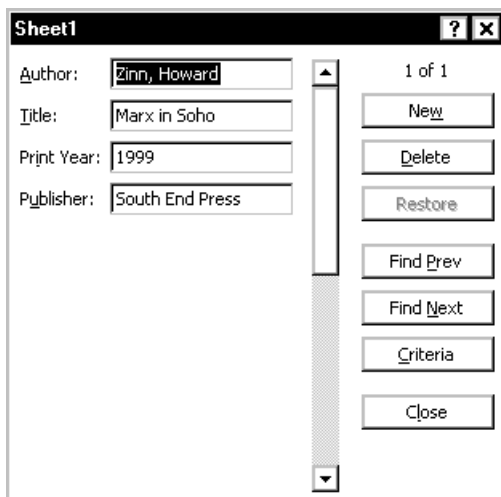# Accessing the Form Dialog Box

NOTES:

The Form feature cannot be accessed from a blank worksheet; you must have an existing Table. If you try to open the Form dialog box from empty cell range (i.e., not a Table), a dialog box will appear giving you the option to either use the first row of the selection as labels and not as data (i.e., the Form dialog box opens), or to cancel and make any appropriate changes to your database (i.e., the Form dialog box does not open).

1. Select a cell within the *Table.*

2. From the *Quick Access* toolbar, click **Form.**

   The *Form* dialog box appears displaying the sheet name, your *Table's* field names (i.e., column labels), and any previously entered row data.
   NOTE: The following two graphics depict a Table and the form dialog box when opened from the table.

	A	B	C	D
1	Author	Title	Print Year	Publisher
2	Zinn, Howard	Marx in Soho	1999	South End Press
3				
4				
5				

Using Form Options

Adding a New Record

1. Access the Form dialog box.
   NOTES:
   The current view in the the Form dialog box always represents one Table row (i.e., a blank new row or an existing row with previously entered data).
   The Form dialog box displays existing column labels with corresponding text boxes representing the individual cells under each column.

2. Click **New.**

   The form is cleared and ready for you to enter a new record.

3. In each text box, type the desired information.

4. To move between fields, press [Tab].

5. To add the current data to your *Table* and automatically open a blank form for a new record, press [Enter] or [return].

6. Repeat steps 3–5 as needed.
   NOTE: Your Table will automatically expand if you enter more records than the number of rows you initially indicated for the table.

7. When you are finished entering data, click **Close.**
   The new rows appear at the bottom of your *Table*.

Editing a Record

1. Access the Form dialog box.
   NOTES:
   The current view in the the Form dialog box always represents one Table row (i.e., a blank new row or an existing row with previously entered data).
   The Form dialog box displays existing column labels with corresponding text boxes representing the individual cells under each column.

2. To move to the desired row, click **Find Next** or **Find Prev.**
   OR
   Press [Up Arrow] or [Down Arrow].

3. In the appropriate *Form* dialog box text boxes, make the desired changes.

4. When finished, click **Close.**

Deleting a Record

1. Access the Form dialog box.
   NOTES:
   The current view in the the Form dialog box always represents one Table row (i.e., a blank new row or an existing row with previously entered data).
   The Form dialog box displays existing column labels with corresponding text boxes representing the individual cells under each column.

2. To select the existing record you want to delete, click and hold the scroll bar dragging up or down.
   OR
   Click **Find Prev** or **Find Next**.

3. Click **Delete.**

A confirmation dialog box appears.

4. Click **OK.**

5. Click **Clsoe.**
   The record is permanently deleted from your database.

Searching for a Record

The *Criteria* feature allows you to search according to desired criteria.

1. Access the Form dialog box.
   NOTES:
   The current view in the the Form dialog box always represents one Table row (i.e., a blank new row or an existing row with previously entered data).
   The Form dialog box displays existing column labels with corresponding text boxes representing the individual cells under each column.

2. Click **Criteria.**

3. In the appropriate field(s), type your search criteria.

4. Click **Find Next** or **Find Prev.**

5. Repeat steps 3-4 as necessary.

6. Click **Close.**

Using the Worksheet Window

If you need to make only minor changes in your *Table*, it may be quicker to make them in the worksheet view.

Adding a Row

1. Click in the first blank row at the bottom of your *Table*.

2. Select the cell where you want to enter new data.

3. Type the data accordingly.

4. Press [Tab].
   OR
   Use the arrow keys to move to the next field of the record.
   NOTE: As you enter data and move within the row, that row is automatically added to your Table.

Deleting a Row

For information on deleting *Table* rows, refer to Working with Rows and Columns: Deleting Rows.

Searching for Specific Terms or Values

For information on searching in your *Table*, refer to Using the Find and Replace Features: Using the Find Feature.