

Tables and Functions

What we will cover in this class

1. A simple Table and using the Sum Function
2. A more complex table and how to use column names in calculations
3. How you can convert a table back to a range and group by multiple columns
4. How to reference two tables on one spreadsheet
5. Using Flash Fill to expedite changes
6. Functions and using Xlookup
7. Functions and using If statements

Time permitting

1. Complex Function to match data
2. Custom Lists in Excel

Contact Info: Tech.Admin@hhicc.org

Excel Tables and Functions

What is a Table

Excel Tables are containers for your data. The definition as a table shows Excel that all the data in the columns and rows you have marked are related. That's a big time-saving.

First, you get a lot of list-related features automatically. And second, when you add a row, all formats and formulas are added automatically.

What is a Function

Functions are predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure. Functions can be used to perform simple or complex calculations. You can find all of Excel's functions on the Formulas tab on the Ribbon: Excel function syntax.

Benefits of Using an Excel Table

1. The table is easy to Format.
 1. Create a table.
 2. Add the Total Sales Column to the table
 3. Add the percentage of Sales to the table
2. The table will fill columns automatically
 1. When completing functions on the table the table will automatically fill columns.
3. You can create a graphic representation of the Data quickly

Corresponding Worksheet :

Sales 103

What we can do with Tables

Table Example

1. Organize Data in a logical manner.
2. Use Column references as opposed to cell references in Formulas.
3. You can use slicers to present data in a different fashion.
4. Present how to Group and Subtotal Tables.
5. Show the Functions on the spreadsheet.

Corresponding Worksheet :

Table Example

More than One table on a worksheet

Create Second Quarter

1. Create Second quarter
2. Use RandBetween function to fill in data.
3. Show Total Price
4. Get % of Sales

Create Year To Date

- Add two tables together
- Get total sales
- Get percentage of Sales

Corresponding Worksheet : Multitable

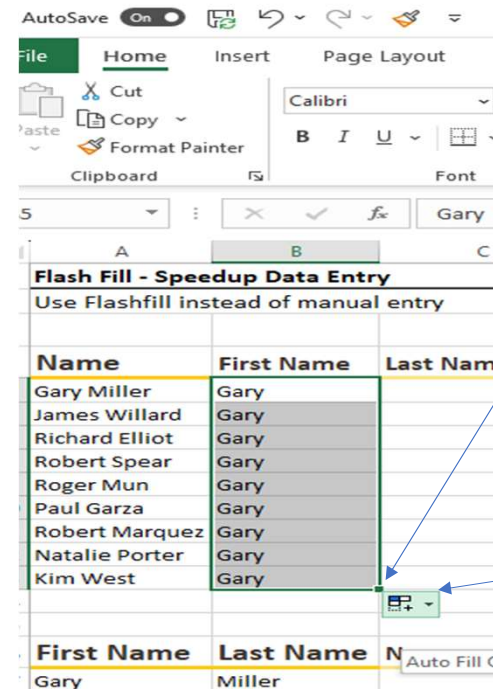
Flash Fill

To Flash Fill you need to click and hold the mouse button on the lower right hand corner of the cell and drag down or across depending on if you are trying to copy a row or a column.

1. First Name Last Name separated
2. Email
3. Proper Case
4. Initials
5. Combined Name
6. Product
7. Year from the date

Corresponding Worksheet :

Flash Fill



Dragging this little square will copy.

Clicking the down arrow will show show fill options.

Complex Logic Functions

- Xlookup Function
 - Workbooks: Monthly Invoices and MyChecks
- If statements
 - Workbooks: Stocks
- Using Index and Match
 - Workbooks: Functions