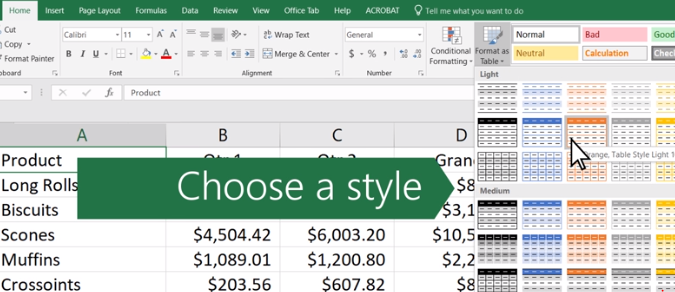
# Tables

## Create a table

You can create and format a table, to visually group and analyze data.

1. Select a cell within your data.
2. Select **Home** > **Format as Table**.
3. Choose a style for your table.
4. In the **Format as Table** dialog box, set your cell range.
5. Mark if your table has headers.
6. Select **OK**.



## Sort data in a table

Sorting is one of the most common tools for data management. In Excel, you can sort your table by one or more columns, by ascending or descending order, or do a custom sort.

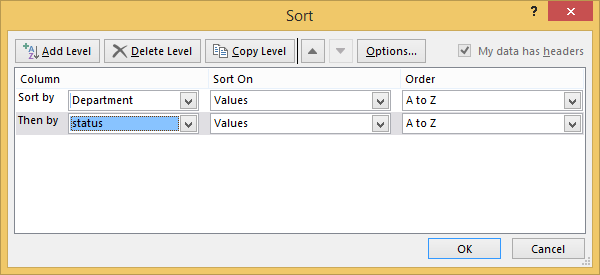
**Before sorting a table:**

1. Make sure that there are no empty rows or columns in the table.
2. Get table headers into one row across the top.
3. Make sure there is at least one empty column between the table you want to sort, and other information on the worksheet not in that table.

**Sort the table**

1. Select a cell within the data.
2. Select **Home**> **Sort & Filter**.  
   Sort&Filter   
   Or, select **Data**> **Sort**.  
   DATA-Sort&Filter
3. Select an option:
   * **Sort A to Z**- sorts the selected column in an ascending order.
   * **Sort Z to A**- sorts the selected column in a descending order.
   * **Custom Sort**- sorts data in multiple columns by applying different sort criteria.

**For a Custom Sort:**

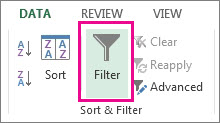
1. Select **Custom Sort**.
2. Select **Add Level**.  
   
3. For **Column**, select the column you want to **Sort by** from the drop-down, and then select the second column you **Then by** want to sort. For example, **Sort by** Department and **Then by** Status.
4. For **Sort On,**select **Values**.
5. For **Order**, select an option, like **A to Z**,**Smallest to Largest**, or**Largest to Smallest**.
6. For each additional column that you want to sort by, repeat steps 2-5.

**Note:** To delete a level, select **Delete Level**.

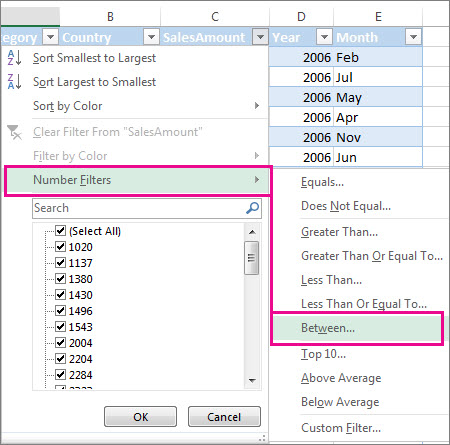
1. Check the **My data has headers** checkbox, if your data has a header row.
2. Select **OK**.

## Filter data in a range or table

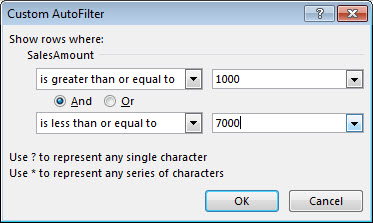
Use filters to temporarily hide some of the data in a table, so you can focus on the data you want to see.

**Filter a range of data**

1. Select any cell within the range.
2. Select **Data** > **Filter**.
3. Select the column header arrow Filter arrow .
4. Select **Text Filters** or **Number Filters**, and then select a comparison, like **Between**.

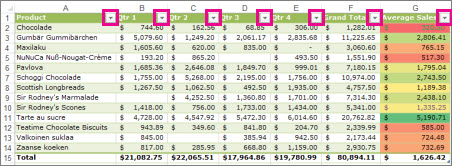


1. Enter the filter criteria and select **OK**.

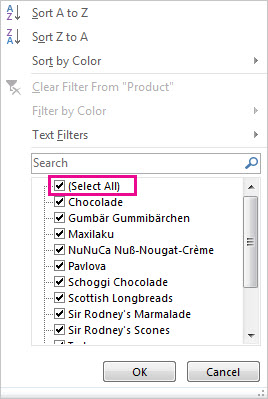


**Filter data in a table**

When you [put your data in a table](https://support.office.com/en-us/article/put-your-data-in-a-table-c2789db8-dba6-4d05-ae0a-8963602869aa), filter controls are automatically added to the table headers.



1. Select the column header arrow Filter drop-down arrow for the column you want to filter.
2. Uncheck **(Select All)** and select the boxes you want to show.

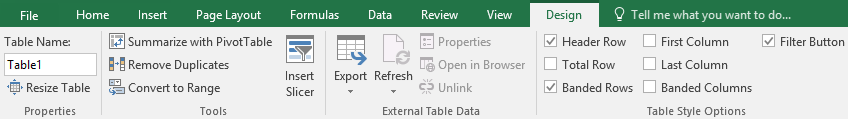
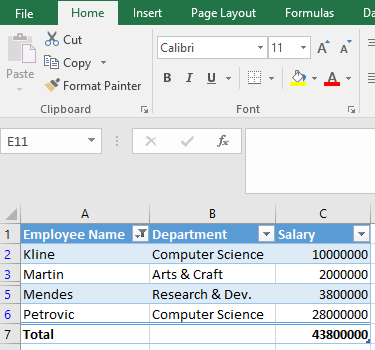


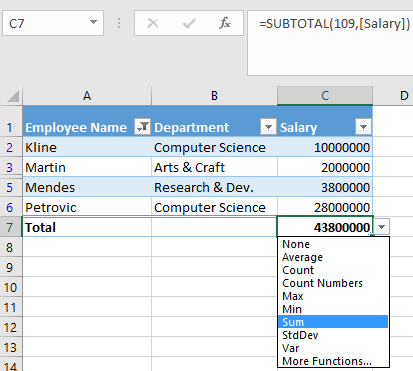
1. Click **OK**.

The column header arrow Filter drop-down arrow changes to a Applied filter icon **Filter** icon. Select this icon to change or clear the filter.

## Add a Total row to a table

You can add totals to a table by selecting the **Total Row** checkbox on the **Design** tab. You can also add a function from the total row drop-down.

1. Select a cell in a table.
2. Select **Design**> **Total Row**.  
   
3. The **Total** row is added to the bottom of the table.  
   

**Note:** To add a new row, uncheck the **Total Row** checkbox, add the row, and then recheck the Total Row checkbox.

1. From the total row drop-down, you can select a function, like **Average, Count, Count Numbers, Max, Min, Sum, StdDev, Var**, and more.

## Use slicers to filter data

**Convert data into a table**

1. There are four ways to convert data into a table:

**Note:** In order to use a slicer, you must convert your data into a table first.

* + Press **Ctrl + T**.
  + Press **Ctrl + l**.
  + Select **Home** > **Format as Table**.
  + Select **Insert** > **Table**.

1. Select **OK**.

**Use a slicer to filter data**

1. Select **Insert** > **Slicer**.  
   InsertSlicer
2. Select the fields you'd like to filter.
3. Select **OK** and adjust your slicer preferences, such as **Columns**, under **Options**.

**Note:** To select more than one item, hold **Ctrl**, and then select the items that you want to show. Select and hold the corner of a slicer to adjust and resize it.

1. Select **Clear Filter** Delete to clear the slicer filter.