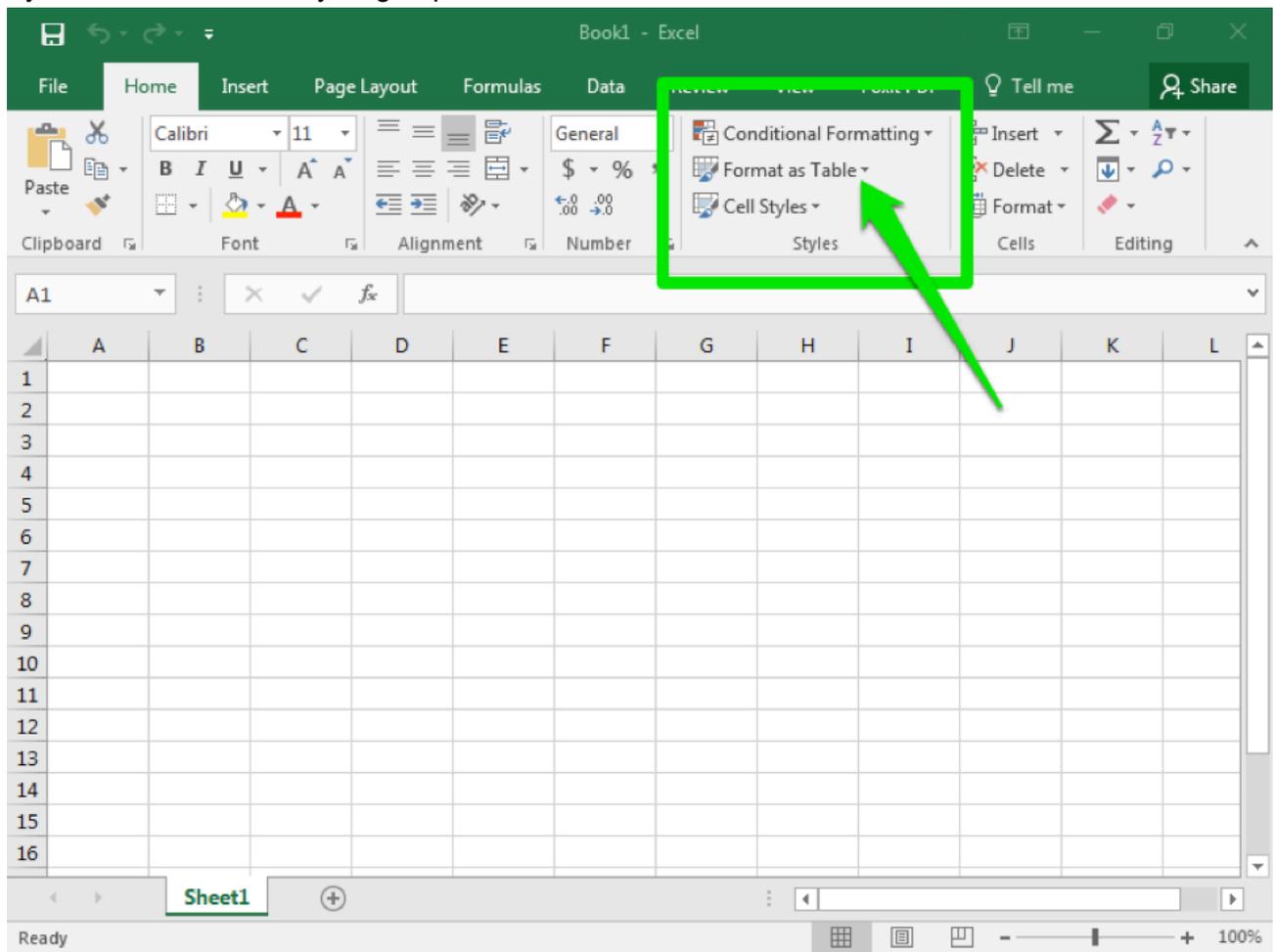


[See this page in the course material.](#)

Learning Outcomes

- Apply table styles.

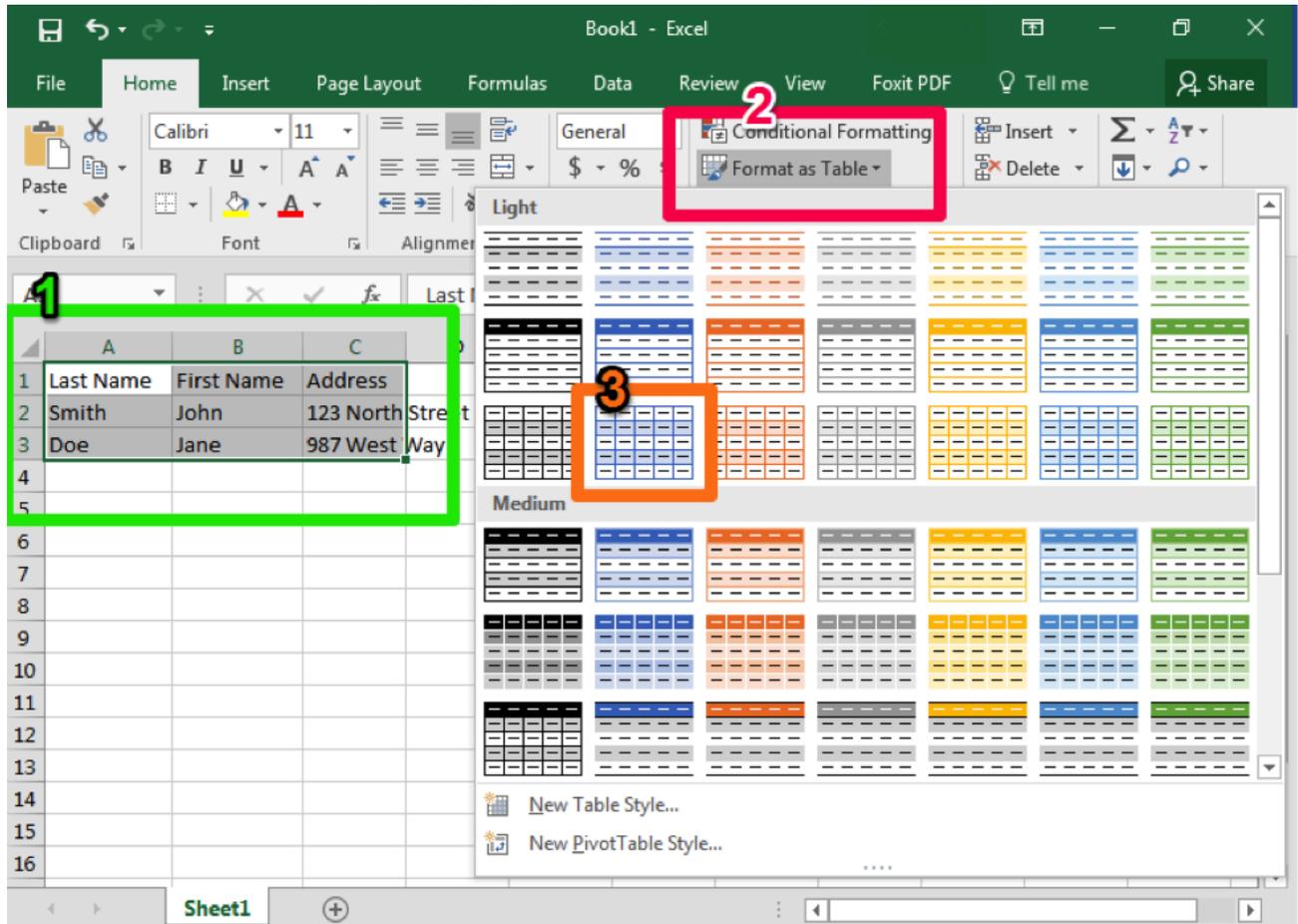
One very common task in Excel is to format a table with a particular style. The controls for table styles are found in the Styles group of the ribbon under the Home tab.



There are many default table styles within Excel, as shown in the screenshot below. Among other uses, styles let you apply color schemes to tables that can make them more readable. In order to apply a particular table style:

1. Select all the cells that belong in your table.
2. Click on the "Format as Table" button.

3. Choose which table style to apply.



Select all the cells that belong in your table. Click on the “Format as Table” button. Choose which table style to apply.

In the screenshot example, each column is a particular type of information (Last name, First Name, Address). These are known as headers. When applying the table style, be sure to check the box if your table has headers that you have already entered.

Practice Question

Sarah wishes to give an Excel table a professional look and feel. The easiest way to do this is to apply what?

Table style

[See this interactive in the course material.](#)

The screenshot shows the Microsoft Excel interface with the 'Format As Table' dialog box open. The dialog box is titled 'Format As Table' and contains the following elements:

- A question: 'Where is the data for your table?'
- A text box containing the range: '= \$A\$1:\$C\$3'
- A checked checkbox: 'My table has headers'
- Buttons for 'OK' and 'Cancel'

The background spreadsheet shows a table with the following data:

Last Name	First Name	Address
Smith	John	123 North Street
Doe	Jane	987 West Way

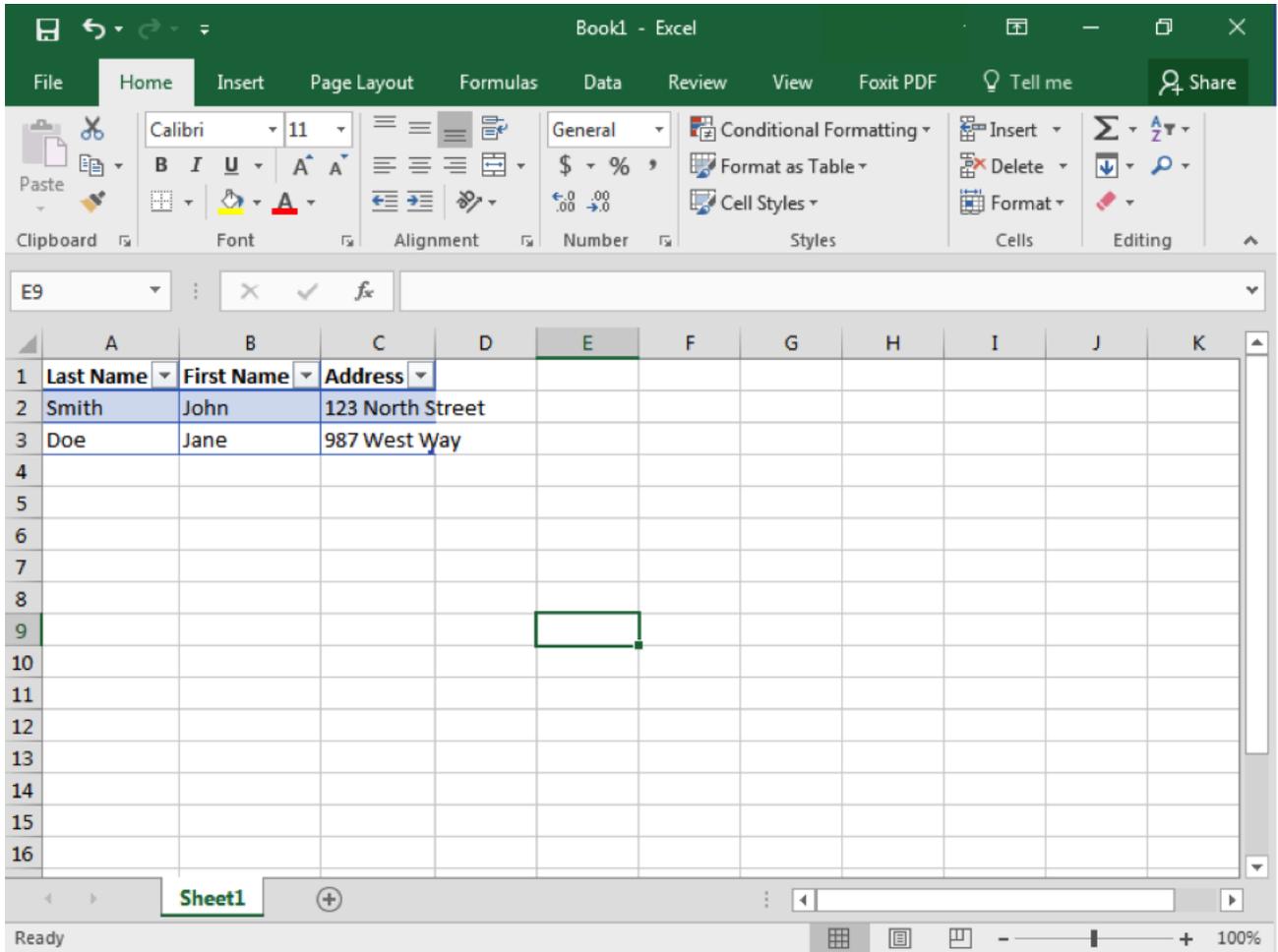
Practice Question

Sally has transferred a hand-written mailing list into Excel to be formatted as a table. She has already labeled the first cell of her three columns "Last Name," "First Name," and "Address." When she formats her cells into a table, what will these labels represent?

Header

[See this interactive in the course material.](#)

Your final table would look something like the table below using the options shown in the screenshots.



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