PRODUCTIV/TY

For Internal Use Only

Apply a Table Style to an Existing Table

You may want to apply a different formatting style in creating a table. Excel has a built-in Table Styles feature that displays an extensive thumbnail gallery of table formats.

<u>Click here</u> to apply a table style to an existing table.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Excel

Apply a Table Style to an Existing Table

1. On the worksheet, select the table to which you want to apply a table style.

| | | | | | | | Table Tools | Table Tools Book1 - Microsoft Excel | | | |
|----------------|------------|-----------------------------|--------------|-----------|---------------------|--------------|-------------|-------------------------------------|------------|------------|--|
| C | Home | Insert | Page Layout | Formulas | Data Re | view View | Design | | | | |
| Tab | le Name: | 🗊 Summarize with PivotTable | | le 🔳 | Prop | perties | 🔽 Header Ro | w 📃 First C | olumn | | |
| Table1 | | Remove Duplicates | | ~ | 🔛 🕠 Ope | n in Browser | 🔲 Total Row | 📃 Last C | olumn | | |
| 🕀 Resize Table | | 📳 Convert to Range | | Export R | 🝷 🥳 Unli | a Unlink | Banded Ro | ows 📃 Bande | ed Columns | = | |
| | Properties | Tools | | | External Table Data | | | Table Style Options | | | |
| | | | | | | | | | | | |
| | A2 | - (0 | <i>f</i> × 5 | /1/2013 | | | | | | | |
| | А | В | С | D | E | F | G | Н | 1 | J | |
| 1 | Column1 💌 | Column2 💌 | Column3 💌 | Column4 🔽 | Column5 💌 | Column6 💌 | Column7 🔽 | Column8 🔽 | Column9 💌 | Column10 💌 | |
| 2 | 1-May | | | | | | | | | | |
| 3 | 2-May | | | | | | | | | | |
| 4 | 3-May | | | | | | | | | | |
| 5 | 4-May | | | | | | | | | | |
| 6 | 5-May | | | | | | | | | | |
| 7 | 6-May | | | | | | | | | | |
| 8 | 7-May | | | | | | | | | | |
| 9 | 8-May | | | | | | | | | | |
| 10 | 9-May | | | | | | | | | | |
| 11 | 10-May | | | | | | | | | | |

2. On the Design tab, in the Table Styles group, do one of the following:

| | Table Tools | Book1 - Microsof | | | |
|---|--------------|--------------------|--|--|--|
| | Design | | | | |
| V | First Column | | | | |
| | Total Row | 🔲 Last Column | | | |
| V | Banded Row | s 📃 Banded Columns | | | |
| | Table | Style Options | | | |
| | | | | | |

• Click the table style that you want to use.

| | | | | | | | * | |
|--------------|--|--|--|--|--|--|---|--|
| Table Styles | | | | | | | | |

• Click the More Button image, and then under Light, Medium, or Dark, click the table style that you want to use.



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