

Activity 18 - Creating and Modifying Tables

Before You Begin

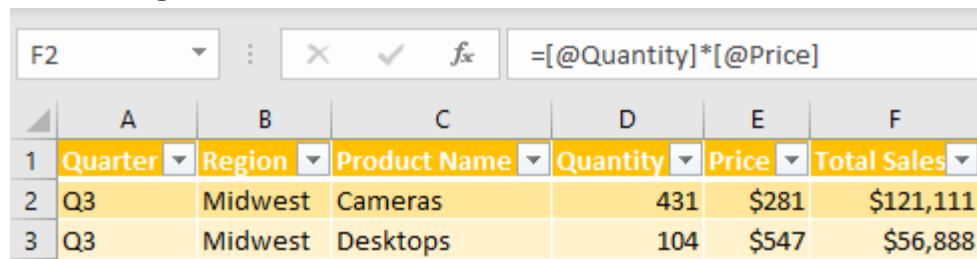
The workbook My Develetech Sales.xlsx is open.

Scenario

The vice president is pleased with your work on the third quarter sales. Now the vice president wants to know the total sales for each row of the table and for the Southwest region, and by each product in the Southwest region. You decide the best way to accomplish this is to enable the total row for the table and to filter for the Southwest region.

1. Calculate the Total Sales for each table row, multiplying quantity times price.
 - a. Select cell **F2** and type = and select cell **D2**.
 - b. Type * and then select cell **E2** and press **Enter**.

Verify that Excel automatically calculated the formula for the remaining table rows.



The screenshot shows an Excel table with the following data:

	A	B	C	D	E	F
1	Quarter	Region	Product Name	Quantity	Price	Total Sales
2	Q3	Midwest	Cameras	431	\$281	\$121,111
3	Q3	Midwest	Desktops	104	\$547	\$56,888

The formula bar at the top shows the formula for cell F2: `=[@Quantity]*[@Price]`

- When you create an Excel table, Excel assigns a name to the table and to each column in the table. When you add formulas to an Excel table, those names can appear automatically as you enter the formula and select the cell references in the table, instead of manually entering them. These are called structured references.

2. Enable the Total Row for the table.
 - a. With any cell of the table selected, select the **Table Design** contextual tab and then select the **Total Row** check box.
 - b. Select cell **F22** and select the **Total Row** drop-down arrow.
 - c. Verify that the function **Sum** is selected.
 - d. Select any cell within the table to close the drop-down menu.

Verify that the total for the quarter is \$2,816,773.

17	Q3	Southwest	Printers	463	\$235	\$108,805
18	Q3	West	Cameras	180	\$287	\$51,660
19	Q3	West	Laptops	487	\$558	\$271,746
20	Q3	West	Printers	339	\$208	\$70,512
21	Q3	West	Desktops	327	\$668	\$218,436
22	Total					\$2,816,773

3. Filter the third quarter sales for the Southwest region.
 - a. Select the **Region AutoFilter** drop-down arrow in cell **B1** and uncheck the **Select All** check box.
 - b. Check the **Southwest** check box and select **OK**.

Verify the third quarter totals for the Southwest region.

	A	B	C	D	E	F
1	Quarter	Region	Product Name	Quantity	Price	Total Sales
14	Q3	Southwest	Cameras	246	\$284	\$69,864
15	Q3	Southwest	Desktops	317	\$436	\$138,212
16	Q3	Southwest	Laptops	494	\$639	\$315,666
17	Q3	Southwest	Printers	463	\$235	\$108,805
22	Total					\$632,547

4. Save the workbook and keep the file open.