Office 2016– Excel Basics 15

Video/Class Project #27

Excel Basics 15: Excel Table Feature to Create Dynamic Ranges for VLOOKUP, PivotTables, & more!

Goal in video # 15: Learn the basics of the Excel Table Feature so we have Data Sets with Dynamic Ranges.

Topics Covered in Video:

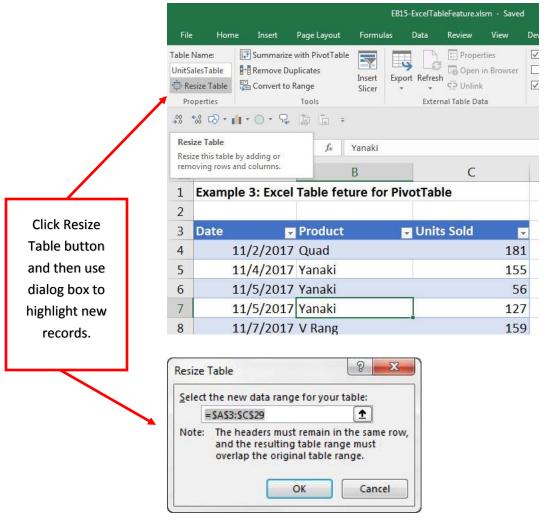
- 1) Excel Table Feature
 - i. We use Excel Tables so that when we add new rows or columns to our Excel Table, the formulas and PivotTables and other objects that are pointing to the ranges in the Excel Table will automatically update.
- 2) Requirements for an Excel Table:
 - i. You must have a Proper Data Set (Field Names in 1st Row, 2) Records in Row, 3) Empty Cells All the way around)
 - ii. Click in one cell in Proper Data Set
 - iii. Click on Table button in Table group in Insert Ribbon Tab (or just use keyboard: Ctrl + T)
 - 1. Here is a picture of what we did in class:

23	Product	Supplier	Cost	Retail Price	Product Retail Price
24	Flying Eagle	Channel Craft	12.37	19.95	
25	V Rang	Colorado	12.89	18.95	
26	Quad	Gel Boom	21.54	43.95	Create Table
27	Bellen	Gel Boom	11.59	26.95	Where is the data for your table? =SAS23:SDS28
28	Carlota	Gel Boom	17.33	27.95	My table has headers
29					OK Cancel
30					

- iv. Name Table in Table Tools Design Ribbon Tab, Properties group. You can NOT use spaces in the Table Name.
 - 1. Here is a picture:

				EB:	15-ExcelTab	eFeature.xl	sm - Saveo	i				Table Tools
	File H	lome Insert	Page Layout	Formulas	Data	Review	View	Developer	Add-ins	ACROBAT	Power P	ivot Design
1	Table Name: PriceLookup	Remove I	o Range Tools		oort Refresh Extern	E Prope 다음 Open 옷칠 Unlink al Table Da	in Browser	 ✓ Header R ☐ Total Rov ✓ Banded R 	v 🗌 La: lows 🗌 Ba	st Column st Column nded Columns Style Options	☑ Filter B	
	B24	• : ×	√ f _x	Channel Cra	ft							
Always name	_	A		В			C			D	E	F
	23 Pro	duct	🚽 Suppl	ier		Cost			Retai	l Price 🖪		Product
your Excel	24 Flyi	ng Eagle	Chanr	nel Craf	t			12.37	7	19.95	5	Aspen
Table. You	25 V R	ang	Color	ado				12.89)	18.95	5	
cannot have	26 Qua	d	Gel B	oom				21.54	1	43.95	5	
	27 Bell	en	Gel B	oom				11.59)	26.95	5	
a space in an	28 Car	lota	Gel B	oom				17.33	3	27.95	5	
Excel Table	29 Asp	en	Color	ado				11	Í	22.95	5	
Name	30	all sources of the									4	

- 3) Advantages of Excel Tables:
 - i. When you add new records or columns, Formulas, Data Validation, Charts, PivotTables and other features that are pointing to table will update automatically
 - 1. This means that our Formulas, Data Validation and PivotTables will see any new data we add to our Excel Table.
 - ii. In Formulas we can use Table Formula Nomenclature: Table Names and then Field Names in Square Brackets
- 4) Add new records to Excel Table:
 - i. Methods:
 - 1. Click in last cell in last record and hit Tab.
 - 2. Paste Records in the first row below the Excel Table
 - i. On most computers the Excel Table feature will automatically incorporate the new records into the Excel Table.
 - 3. When you paste your records below the Excel Table, if the records do not automatically become incorporated into the Excel Table, use the "Resize Table" button in the Properties group in the Table Tools Design Ribbon Tab, like in this picture:



- 5) If your computer does not automatically incorporate new rows or columns into table, here are the stps to change the default settings:
 - i. Go to File Menu, and then to Options: like in this picture:

File Home	
Export	
Publish	
Close	
Account	
Feedback	
Options	File, Options

ii. On left click on "Proofing", Then on Right click "AutoCorrect Options" button, like in this picture:

General	ABC Change how Excel corrects and formats your text.				
Formulas					
Data	AutoCorrect options				
Proofing	Change how Excel corrects and formats text as youtype: <u>AutoCorrect Options</u>				
Save	When correcting spelling in Microsoft Office programs				
Language	When correcting speaking in merosore of nee programs				
Ease of Access	☑ Ignore words in UPPERCASE				
	✓ Ignore words that contain numbers				
Advanced	✓ Ignore Internet and file addresses				
Customize Ribbon	✓ Flag repeated words				

iii. Make sure that "Include new rows and columns in table" is checked, like here:

AutoCorrect	AutoFormat As You Type	Actions	Math AutoCorrect	
Replace as y Inter Apply as you	net and network paths with	hyperlink:	s	
V Indu	de new rows and columns in	table		
Automatical	y as you work			

- 6) Calculating Net Revenue when you are given a Discount Decimal or Percentage
 - If you charge a customer a Total Revenue of \$527.40 and you give the customer a 0.25 or 25% Discount, this means that for every one dollar you are giving the customer a \$0.25 discount and asking them to pay \$0.75 for every dollar that they owe.
 - ii. To calculate the discount, you can make this calculation:\$527.40 * 0.25 = \$131.85 = Amount of Discount
 - iii. To calculate the Net Revenue that you earn, you can make this calculation: Total Revenue - Amount of Discount = Net Revenue or \$527.40 - \$131.85 = Net Revenue = \$395.55
 - iv. Rather than make this calculation in a two step process, you can do it in a one-step process by subtracting the Decimal Discount from one and multiply it by the Total Revenue, like this:
 \$527.40 * (1 0.25) = Net Revenue = \$395.55
 - v. Here is a picture of this calculation:

ariables:
scount Decimal or Percentage = 0.25 or 25.00%
otal Revenue = \$527
ormulas:
mount of Discount = Total Revenue * Discount Decimal
\$527.40 * 0.25 = \$131.85 = Amount of Discount
et Revenue = Total Revenue - Amount of Discount
\$527.40 - \$131.85 = Net Revenue = \$395.55
et Revenue = (1-Decimal Discount) * Total Revenue
\$527.40 * (1 - 0.25) = = Net Revenue = \$395.55

New Keyboards:

1) Ctrl + T \rightarrow > will convert a Proper Data Set to an Excel Table.