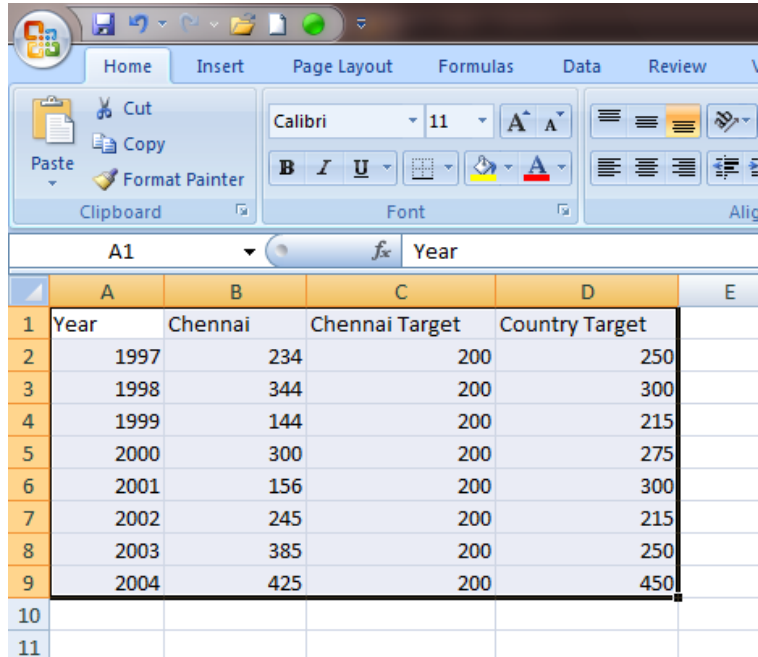


Save Time in Formatting Raw Data Using “Table Styles”

Step1:

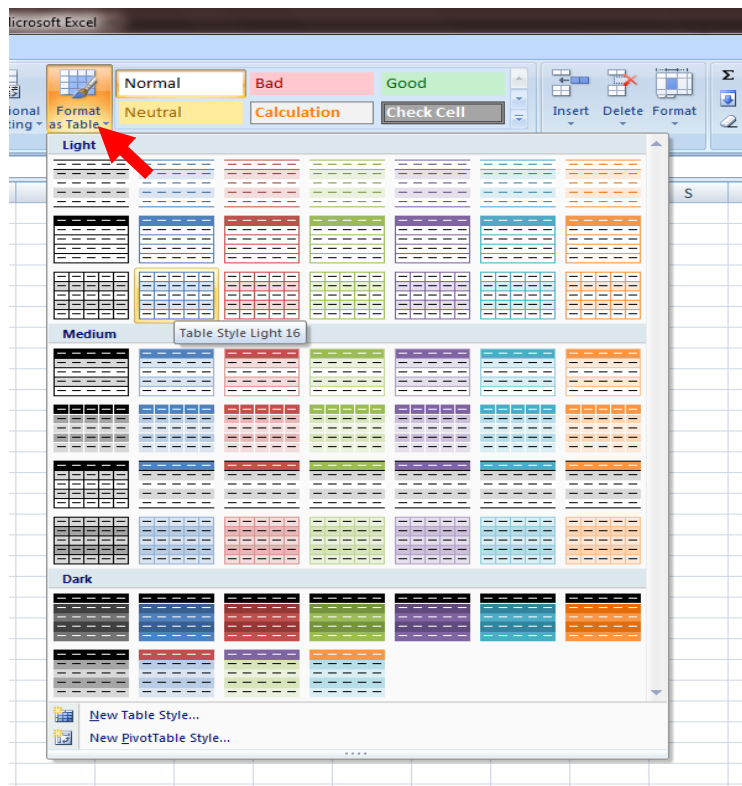
Select your raw data.



	A	B	C	D	E
1	Year	Chennai	Chennai Target	Country Target	
2	1997	234	200	250	
3	1998	344	200	300	
4	1999	144	200	215	
5	2000	300	200	275	
6	2001	156	200	300	
7	2002	245	200	215	
8	2003	385	200	250	
9	2004	425	200	450	
10					
11					

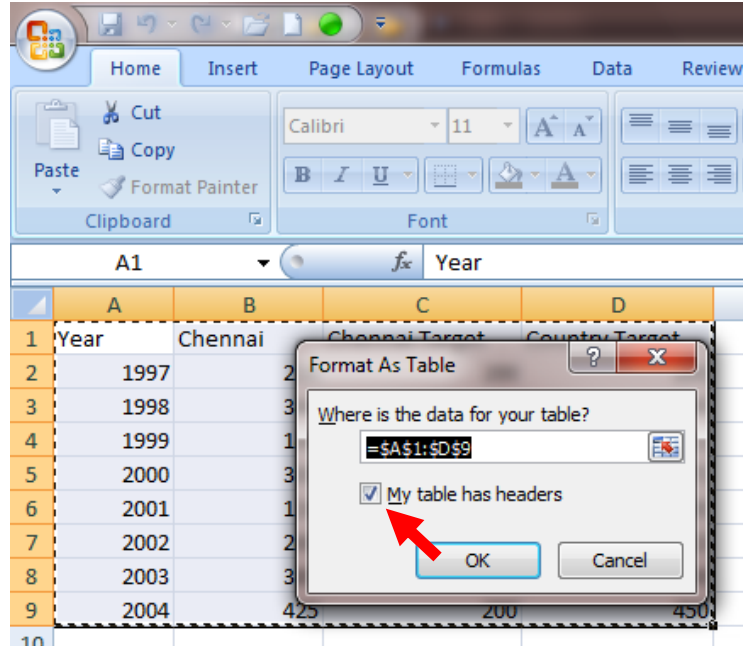
Step2:

Go to “Home” tab, under the “Styles” group, choose any style from the “Format As Table”

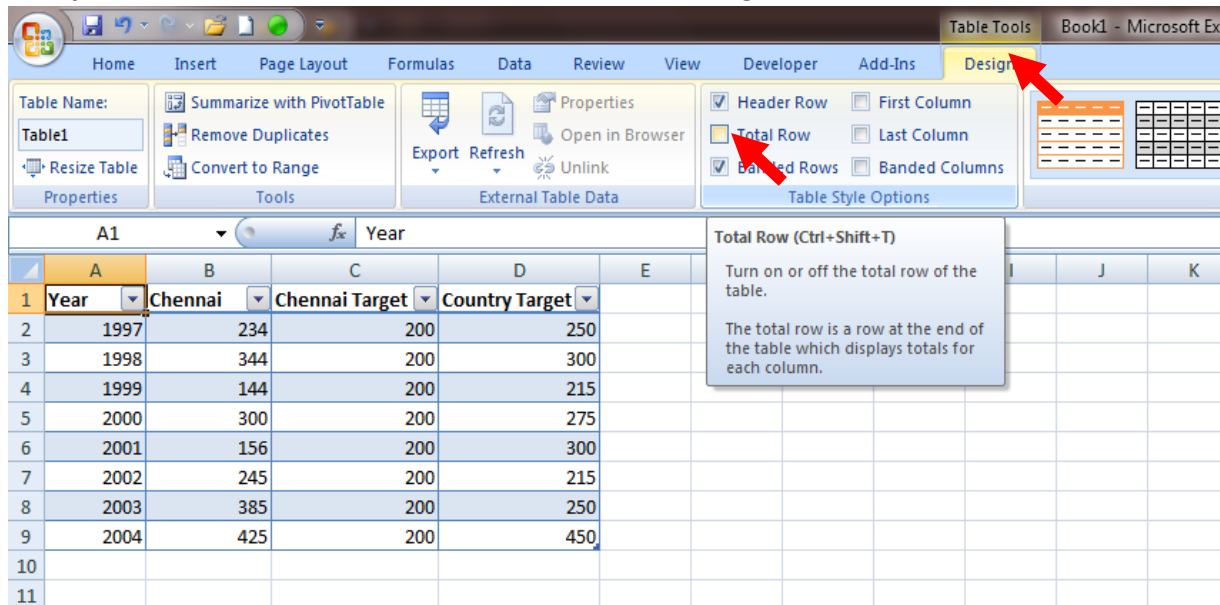


Step3:

Place a check mark under the option “My Table has headers”, click “OK”

**Step 4:**

Now you would have an extra tab on the ribbon called “Design”



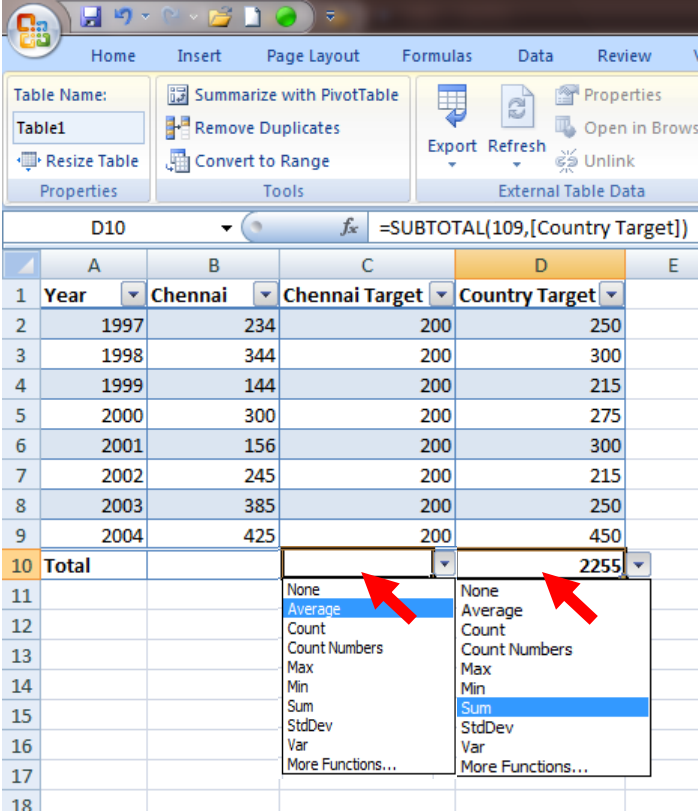
Step5:

Go to “Design” tab; activate “Total Row”, now you should have an extra row at the bottom of your table.

Step6:

Go to the last row of any numeric column, click on the drop down, and choose the function which you want to perform on those numbers.

This table styles save a lot of time in formatting our table data and getting calculations in a button.



The screenshot shows the Microsoft Excel interface with the 'Table' ribbon selected. The table below is a PivotTable with columns for Year, Chennai, Chennai Target, and Country Target. The total row (row 10) shows a sum of 2255 for the Country Target column. A dropdown menu is open for the Country Target cell, showing various calculation options like Average, Sum, and Max. Red arrows point to the 'Average' and 'Sum' options in the dropdown menu.

	A	B	C	D	E
1	Year	Chennai	Chennai Target	Country Target	
2	1997	234	200	250	
3	1998	344	200	300	
4	1999	144	200	215	
5	2000	300	200	275	
6	2001	156	200	300	
7	2002	245	200	215	
8	2003	385	200	250	
9	2004	425	200	450	
10	Total			2255	
11					
12					
13					
14					
15					
16					
17					
18					