

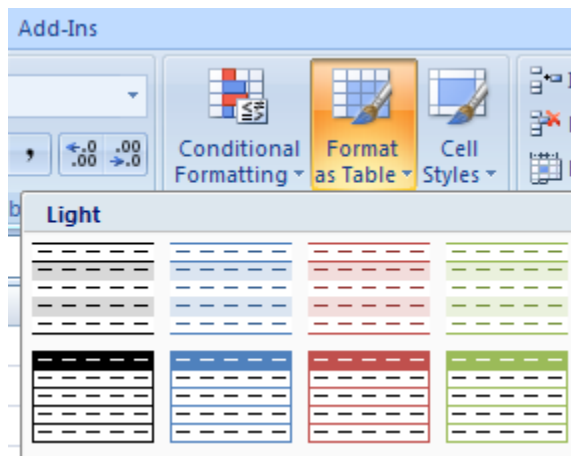
## Using Table Style to Format

By Dick Evans

The Table Style feature is designed to allow us an easy way to work with tables of data in Excel. However, it is also a quick way to format cells. Just remember to turn off the table feature when you have finished the formatting.

	A	B
1	<b>Sales for February</b>	
2		
3	<b>Store</b>	<b>Amount</b>
4	Cranston	8,834.00
5	Johnston	6,481.00
6	Warwick	6,508.00
7	Providence	9,085.00
8	Woonsocket	7,518.00
9	East Greenwich	8,774.00
10	<b>Total</b>	<b>6,124.00</b>

Select any cell in the table area



Home > Styles > Format as Table, choose the desired format, then click it

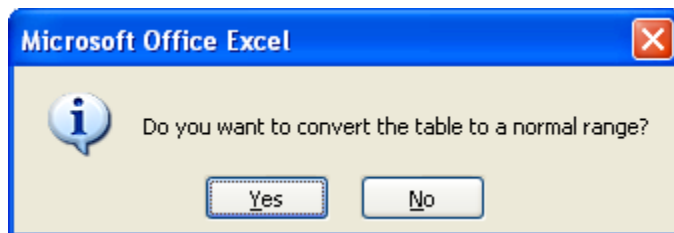
	A	B	C	D	E	F
1	Sales for February					
2						
3	Store	Amount				
4	Cranston	8,834.00				
5	Johnston	6,481.00				
6	Warwick	6,508.00				
7	Providence	9,085.00				
8	Woonsocket	7,518.00				
9	East Greenwich	8,774.00				
10	Total	6,124.00				



Verify that Excel selected your entire table, and that the table header checkbox is checked, and then click OK.

The 'Table Design' ribbon is shown with the 'Tools' group selected. Below it, a preview of the table structure is visible, showing the first two rows of the table with headers 'Store' and 'Amount'.

Design > Tools > Convert to Range



Yes, you do want to convert it to a normal range

	A	B
1	<b>Sales for February</b>	
2		
3	<b>Store</b>	<b>Amount</b>
4	Cranston	8,834.00
5	Johnston	6,481.00
6	Warwick	6,508.00
7	Providence	9,085.00
8	Woonsocket	7,518.00
9	East Greenwich	8,774.00
10	<b>Total</b>	<b>6,124.00</b>

The table feature has been removed, but the formatting remains