

Intermediate Excel Table Exercises

Exercise ONE: Insert table, Total Row, Table Styles

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Bills to Pay	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2	Electric	\$116.45	\$125.15	\$132.04	\$114.78	\$98.45	\$101.98	\$120.41	\$139.42	\$99.56	\$106.24	\$110.12	\$114.21
3	Water	\$50.15	\$48.75	\$45.87	\$49.57	\$50.42	\$64.45	\$66.42	\$63.24	\$56.54	\$46.24	\$43.24	\$50.24

- 1.) Input the above data. Use AutoFill for the date labels, and use Number formatting to change the number constants from general to currency format.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Bill to Pay	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2	Electric	\$116.45	\$125.15	\$132.04	\$114.78	\$98.45	\$101.98	\$120.41	\$139.42	\$99.56	\$106.24	\$110.12	\$114.21
3	Water	\$50.15	\$48.75	\$45.87	\$49.57	\$50.42	\$64.45	\$66.42	\$63.24	\$56.54	\$46.24	\$43.24	\$50.24

- 2.) Select the data you typed, then go to the Insert Tab and insert a table.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Bill to Pay	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2	Electric	\$116.45	\$125.15	\$132.04	\$114.78	\$98.45	\$101.98	\$120.41	\$139.42	\$99.56	\$106.24	\$110.12	\$114.21
3	Water	\$50.15	\$48.75	\$45.87	\$49.57	\$50.42	\$64.45	\$66.42	\$63.24	\$56.54	\$46.24	\$43.24	\$50.24
4	Total												\$164.45

- 3.) Add a total row to the table in the Disappearing Table Tools Tab, then calculate the sum totals for each month's electric and water bills.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Bills to Pay	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2	Electric	\$116.45	\$125.15	\$132.04	\$114.78	\$98.45	\$101.98	\$120.41	\$139.42	\$99.56	\$106.24	\$110.12	\$114.21
3	Water	\$50.15	\$48.75	\$45.87	\$49.57	\$50.42	\$64.45	\$66.42	\$63.24	\$56.54	\$46.24	\$43.24	\$50.24
4	Total	\$166.60	\$173.90	\$177.91	\$164.35	\$148.87	\$166.43	\$186.83	\$202.66	\$156.10	\$152.48	\$153.36	\$164.45

- 4.) Change the table's style in the Disappearing Table Tools Tab

Exercise TWO: Insert table, AutoSum, AutoFill, Sorting Data

	A	B	C	D	E
1	Students	Grade 1	Grade 2	Grade 3	TOTALS:
2	Zoe	90	80	80	
3	Winona	75	88	92	
4	Tom	0	0	0	
5	Sophie	90	100	100	
6	Sam	90	85	97	
7	Nia	91	86	85	
8	Malik	100	99	98	
9	Jason	86	88	90	
10	Jasmine	83	85	97	
11	Gretchen	100	100	100	
12	Felicia	80	85	95	
13	Eunice	85	97	100	
14	Ethan	80	90	85	
15	Emily	78	80	86	
16	Derek	97	100	100	
17	Cecilia	98	100	80	
18	Candace	84	90	85	
19	Bridget	78	90	85	
20	Aria	70	97	80	
21	Anthony	93	80	90	
22	Alia	81	92	85	

	A	B	C	D	E
1	Students	Grade 1	Grade 2	Grade 3	TOTALS:
2	Alia	81	92	85	86
3	Anthony	93	80	90	88
4	Aria	70	97	80	82
5	Bridget	78	90	85	84
6	Candace	84	90	85	86
7	Cecilia	98	100	80	93
8	Derek	97	100	100	99
9	Emily	78	80	86	81
10	Ethan	80	90	85	85
11	Eunice	85	97	100	94
12	Felicia	80	85	95	87
13	Gretchen	100	100	100	100
14	Jasmine	83	85	97	88
15	Jason	86	88	90	88
16	Malik	100	99	98	99
17	Nia	91	86	85	87
18	Sam	90	85	97	91
19	Sophie	90	100	100	97
20	Tom	0	0	0	0
21	Winona	75	88	92	85
22	Zoe	90	80	80	83

- 1.) Input the data.
- 2.) Use the AutoSum function to AVERAGE the grades for Zoe.
- 3.) Use AutoFill to get the AVERAGE for all of the other students' grades
- 4.) Select the data you've typed, then insert a table
- 5.) Using the AutoFilter button at the top of column A, SORT the students' names in alphabetical order (A—Z)