



University Information  
Technology Services

# Microsoft Excel 2013

## Ranges & Tables

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

---

**Copyright © 2014 KSU University Information Technology Services**

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Department (UITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITS Department. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITS Department is expressly prohibited.

**Published by Kennesaw State University – UITS 2014**

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from its use.

Microsoft product screenshot(s) reprinted with permission from Microsoft Corporation.

Microsoft, Microsoft Office, and Microsoft Excel are trademarks of the Microsoft Corporation.

---

# University Information Technology Services

## Microsoft Office Excel 2013

### Ranges & Tables

#### Table of Contents

Introduction .....	4
Learning Objectives.....	4
Using Ranges .....	5
Selecting a Range .....	5
Naming a Range .....	5
Copying and Pasting a Range .....	7
Sorting.....	8
Sorting With the Data Sort Menu Option .....	9
Formatting Cells as a Table .....	10
Conditional Formatting.....	12
Removing Conditional Formatting:.....	14
Additional Assistance .....	15

## **Introduction**

Excel 2014 – Ranges and Tables, is a continuation of the fundamentals learned in the previous Excel workshops and builds on this foundation to provide the user with the necessary skills to create more detailed and extensive spreadsheets, and enhance their impact while building your skill with the program.

## **Learning Objectives**

- Edit and format large areas of a spreadsheet.
- Effectively sort and arrange Data.
- Create and format Tables to better organize data.
- Using Conditional Formatting to highlight trends within data.

## Using Ranges

Working with a range allows you to perform operations such as moving, copying, or formatting much faster than working with one cell at a time. *Figure 1* contains terms and definitions encountered when using ranges.

Term	Definition
Range	A group of cells.
Name Box	Allows you to enter a name for a range.
Formula Bar	A bar at the top of the Excel window that you use to enter formulas.

Figure 1 - Definitions

## Selecting a Range

The following explains how to select a range.

1. Click on the first cell that you wish to select.
2. Highlight the cells that you want to include in the range (see Figure 2).

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3	Name	January	February	March	April	Total						
4	Eastern Region	110	175	140	168	593						
5	Western Region	200	210	240	288	938						
6	Southern Region	300	180	295	354	1129						
7	Northern Region	220	195	185	222	822						
8												
9	Total	830	760	860	1032							
10												
11	Average											
12												
13												
14												
15												

Figure 2 - An Example of a Range

## Naming a Range

A range can also be defined by giving a “name” to a group of cells. For example, we could name cells B4 through E4 as, “Eastern\_Region” by doing the following:

1. Highlight cells B4 through E4.

- Click in the **Name Box** (see Figure 3).

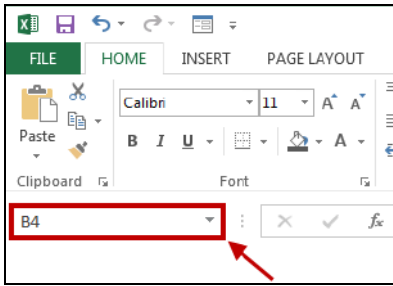


Figure 3 - The Name Box

- Type "Eastern\_Region" and press the *Enter* key. **Note:** When typing into the name box, your preferred name cannot have any spaces (see Figure 4).

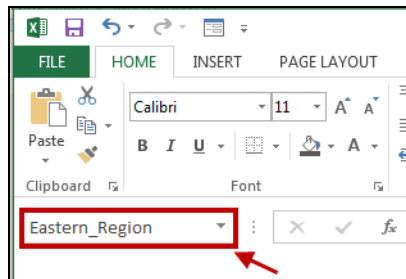
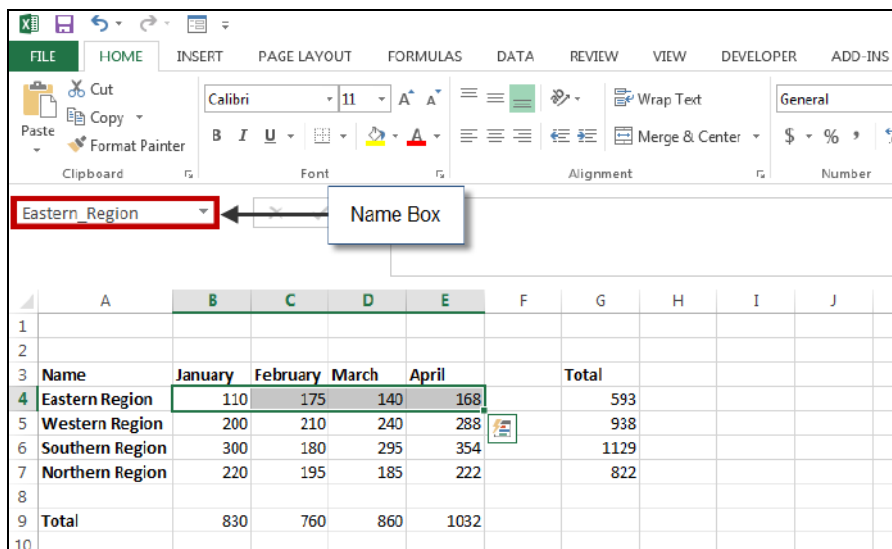


Figure 4 - Eastern\_Region

- "Eastern\_Region" will appear in the *namebox* when you select cells B4:E4 (see Figure 5).



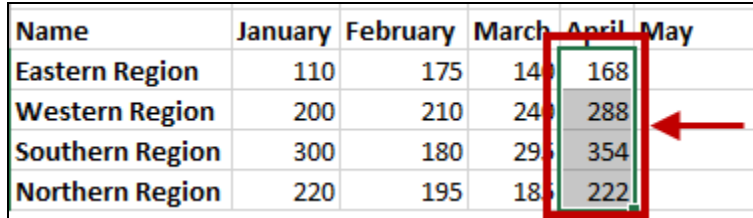
	A	B	C	D	E	F	G	H	I	J
1										
2										
3	Name	January	February	March	April		Total			
4	Eastern Region	110	175	140	168		593			
5	Western Region	200	210	240	288		938			
6	Southern Region	300	180	295	354		1129			
7	Northern Region	220	195	185	222		822			
8										
9	Total	830	760	860	1032					
10										

Figure 5 - Range Example

# Copying and Pasting a Range

The following explains how to copy and paste a range:

1. **Highlight** the cell range that you wish to copy (see Figure 6).



Name	January	February	March	April	May
Eastern Region	110	175	140	168	
Western Region	200	210	240	288	
Southern Region	300	180	295	354	
Northern Region	220	195	185	222	

Figure 6 - Select your Range

2. On the *Home* tab of the ribbon, click on the **Copy** button (see Figure 7).

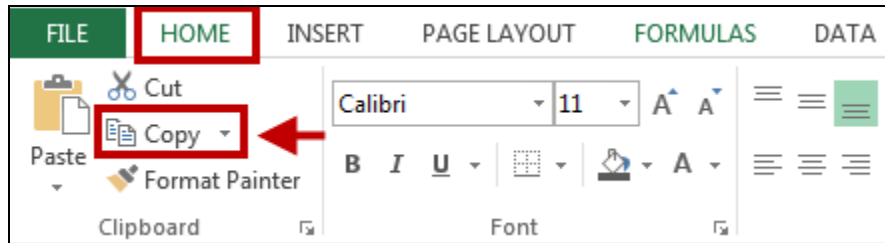
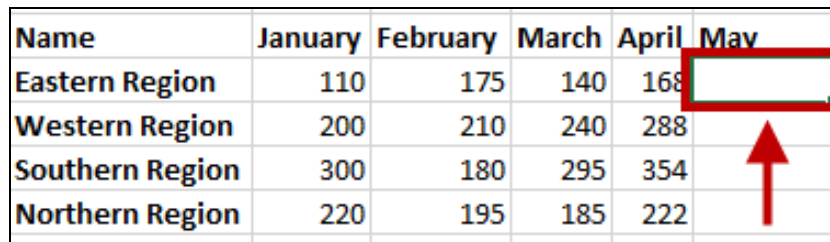


Figure 7 - Copy

3. Left-click in the beginning cell where you want the range to be copied (see Figure 8).



Name	January	February	March	April	May
Eastern Region	110	175	140	168	
Western Region	200	210	240	288	
Southern Region	300	180	295	354	
Northern Region	220	195	185	222	

Figure 8 - Copy Destination

4. Click on **Paste** button (see Figure 9).

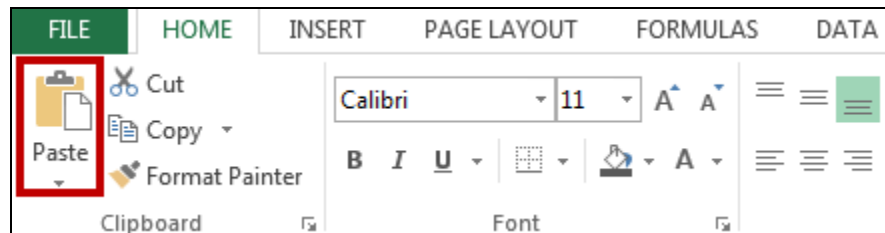


Figure 9 - Paste

- Your data will be copied into the destination cells (see Figure 10).

Name	January	February	March	April	May
Eastern Region	110	175	140	168	168
Western Region	200	210	240	288	288
Southern Region	300	180	295	354	354
Northern Region	220	195	185	222	222

Figure 10 - Copied Data

## Sorting

Excel gives you the ability to sort a list of items, names, or numbers. You can select which field or fields you want to use for the sort, and whether to sort in ascending or descending order. The following explains how to sort the First Names in a table.

- Click in cell A3 to make it the active cell.
- On the *Home* tab, click on the **Sort & Filter** icon (see Figure 11).

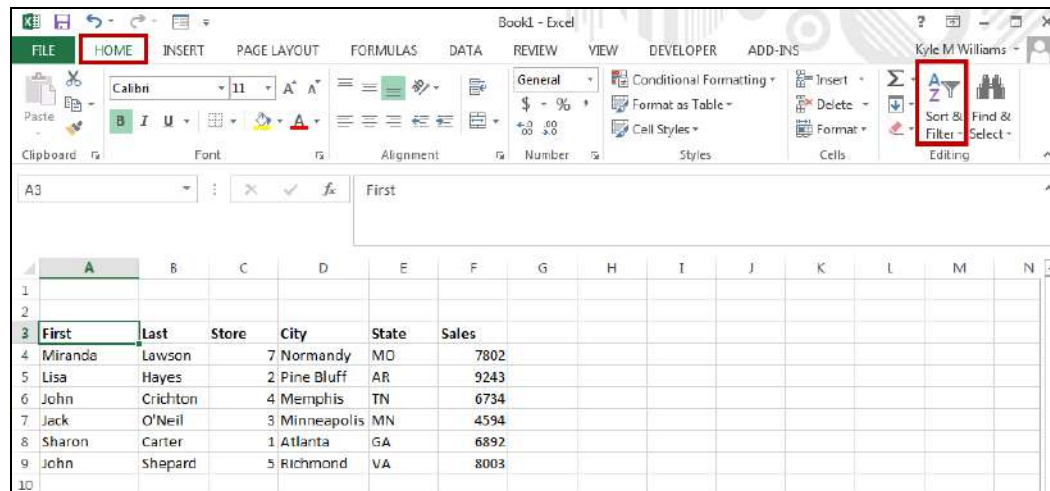


Figure 11 - Sort & Filter

- Select **Sort A to Z**. This will sort the list in ascending order by *First Name*, since the active cell was in the *First Name* column (see Figure 12).

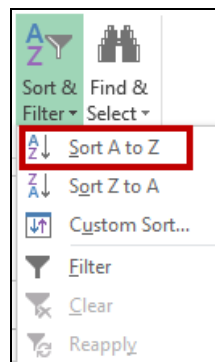


Figure 12 - Sort A to Z



4. Your list will now be sorted in alphabetical order by *First Name* (see Figure 13).

First	Last	Store	City	State	Sales
Jack	O'Neil	3	Minneapolis	MN	4594
John	Crichton	4	Memphis	TN	6734
John	Shepard	5	Richmond	VA	8003
Lisa	Hayes	2	Pine Bluff	AR	9243
Miranda	Lawson	7	Normandy	MO	7802
Sharon	Carter	1	Atlanta	GA	6892

Figure 13 - Sorting

## Sorting With the Data Sort Menu Option

Another way to sort in Excel is with the Data Sort menu option. The following explains how to sort by *First Name* using this option:

1. Click on the heading labeled **First** to select the first name column (see Figure 14).

3	First	Last	Store	City	State	Sales
4	Lisa	Hayes	2	Pine Bluff	AR	9243
5	John	Shepard	5	Richmond	VA	8003
6	Miranda	Lawson	7	Normandy	MO	7802
7	Sharon	Carter	1	Atlanta	GA	6892
8	John	Crichton	4	Memphis	TN	6734
9	Jack	O'Neil	3	Minneapolis	MN	4594

Figure 14 - Selecting the First Name Column

2. From the *Data* tab, Click *Sort* (see Figure 15).

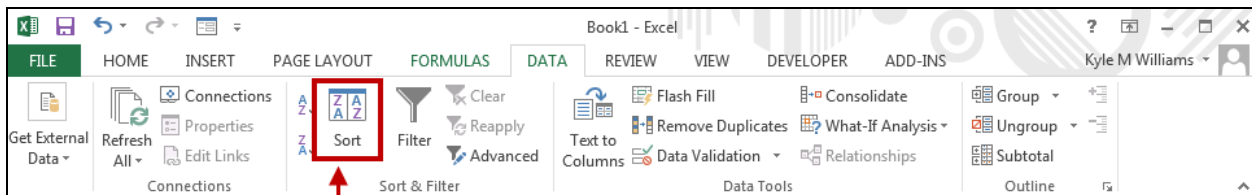


Figure 15 - Data Sort

3. In the *Sort* dialog box select the column heading that you want to sort by from the *Sort by* field (see Figure 16).

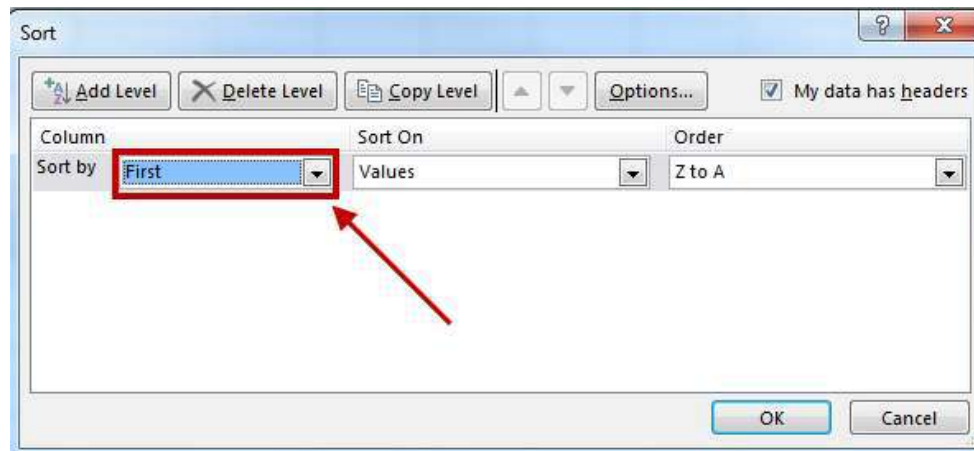


Figure 16 - Sort by field

4. In the *Order* dropdown, select **A-Z** to sort your data by alphabetical order, select the *A to Z* option (see Figure 17).

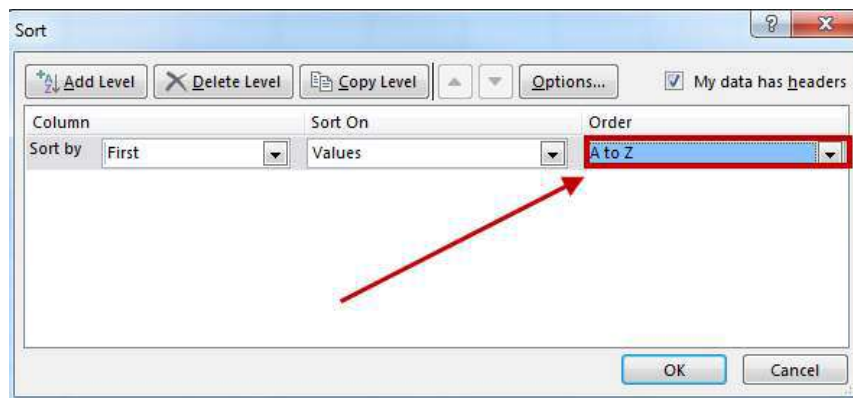


Figure 17 - Order

5. Click *OK*. Your Data will be sorted by Alphabetical Order

## Formatting Cells as a Table

With Excel, you have the ability to take your data and format it as a table. With these tables, you may readily organize, sort, and filter your data while also easily making your cells visually appealing. The following explains how to format your data as a table.

1. Select the **desired cell range** that you wish to format as a table (see Figure 18).

	A	B	C	D	E	F	G	H	I	J
1										
2		Jan	Feb	Mar	Apr	May	Jun		Average	
3	Wilson	3042	4245	4235	5678	6890	7053		5190.5	
4	Murray	5676	3574	4263	6045	5267	4352		4862.833	
5	Smith	5325	4567	6542	5674	4246	4563		5152.833	
6	Richards	4367	3467	4324	4256	5667	6423		4750.667	
7	Andrew	2685	5425	4903	3464	3424	6346		4374.5	
8	Marshal	3636	3267	1256	2357	4326	5423		3377.5	
9	Total	24731	24545	25523	27474	29820	34160		27708.83	
10										
11										

Figure 18 - Select your range

2. Click on the **Format as Table** button located on the *Home* tab on the ribbon (see Figure 19).

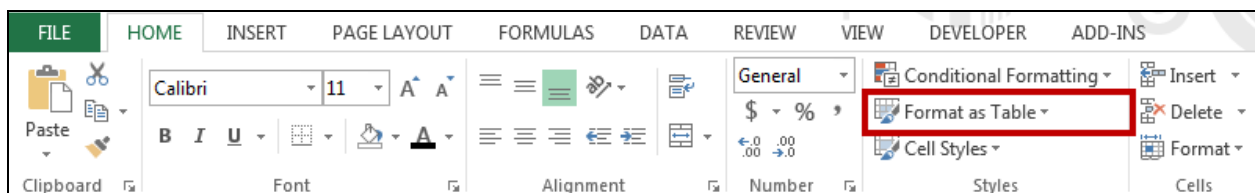


Figure 19 - Format as Table

3. In the dropdown that appears, select your desired **Table style** (see Figure 20).

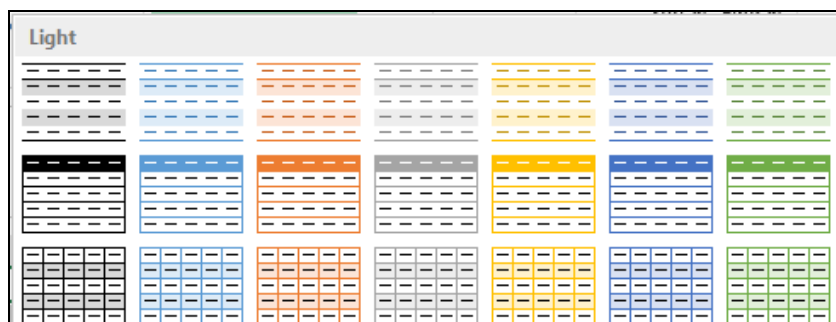


Figure 20 - Table Style

4. In the *Format as Table* window, click **OK** (see Figure 21).



Figure 21 - Click Ok

- Your data will be formatted as a table according to your specifications (see Figure 22).

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
	Jan	Feb	Mar	Apr	May	Jun		Average
Wilson	3042	4245	4235	5678	6890	7053		5190.5
Murray	5676	3574	4263	6045	5267	4352		4862.83333
Smith	5325	4567	6542	5674	4246	4563		5152.83333
Richards	4367	3467	4324	4256	5667	6423		4750.66667
Andrew	2685	5425	4903	3464	3424	6346		4374.5
Marshal	3636	3267	1256	2357	4326	5423		3377.5
Total	24731	24545	25523	27474	29820	34160		27708.8333

Figure 22 - Formatted Tables

## Conditional Formatting

Conditional formatting is a very useful tool that will allow you to automatically format your data in order to provide a useful way to visualize information and make your worksheet easier to understand. With conditional formatting, you will be able to apply formatting such as different colors to one or more cells based on cell value. The following explains how to use Conditional Formatting to your excel spreadsheet.

- Select the **desired cell ranges** that you wish to apply the conditional formatting rule (see Figure 23).

	Jan	Feb	Mar	Apr	May	Jun	Average
Wilson	3042	4245	4235	5678	6890	7053	5190.5
Murray	5676	3574	4263	6045	5267	4352	4862.833
Smith	5325	4567	6542	5674	4246	4563	5152.833
Richards	4367	3467	4324	4256	5667	6423	4750.667
Andrew	2685	5425	4903	3464	3424	6346	4374.5
Marshal	3636	3267	1256	2357	4326	5423	3377.5
Total	24731	24545	25523	27474	29820	34160	27708.83

Figure 23 - Select your Desired Range

- From the Home tab, click on **Conditional Formatting** (see Figure 24)

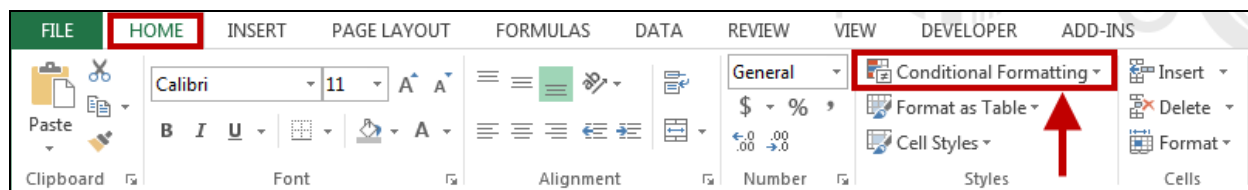


Figure 24 - Conditional Formatting

3. In the Drop-down menu, hover your mouse over your **Highlight Cell Rules** to select the desired conditional formatting type (see Figure 25).

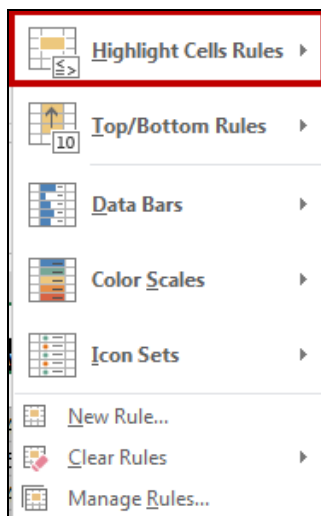


Figure 25 - Highlight Cell Rules

4. In this example, we want to highlight those values greater than \$5000. To do so, hover your mouse over the **Greater Than** option (see Figure 26).

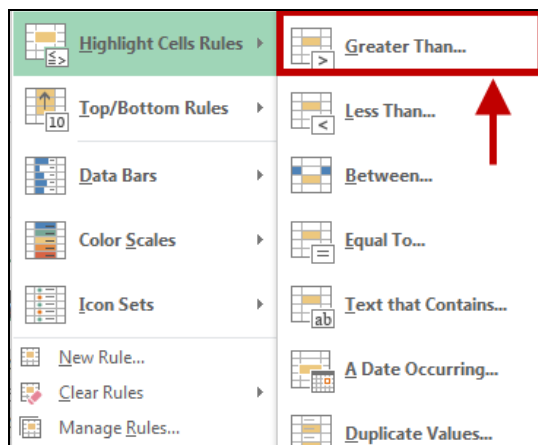


Figure 26 - Greater Than

5. In the *Dialog box* that appears, enter the desired value into the field. In this example, enter **5000** (see Figure 27).



Figure 27 - Enter your desired value

- In the **formatting style dropdown**, select your preferred *highlight colors* (see Figure 28).

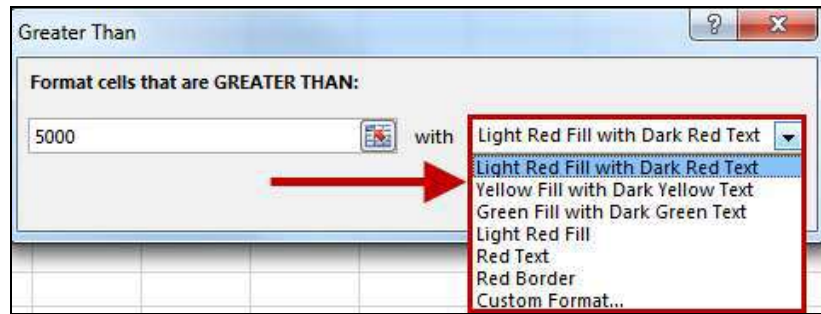


Figure 28 - Select your preferred highlight colors

- The *conditional formatting style* will be applied to the selected cells (see Figure 29).

	Jan	Feb	Mar	Apr	May	Jun	Average
Wilson	3042	4245	4235	5678	6890	7053	5190.5
Murray	5676	3574	4263	6045	5267	4352	4862.833
Smith	5325	4567	6542	5674	4246	4563	5152.833
Richards	4367	3467	4324	4256	5667	6423	4750.667
Andrew	2685	5425	4903	3464	3424	6346	4374.5
Marshal	3636	3267	1256	2357	4326	5423	3377.5
<b>Total</b>	<b>24731</b>	<b>24545</b>	<b>25523</b>	<b>27474</b>	<b>29820</b>	<b>34160</b>	<b>27708.83</b>

Figure 29 - Conditional Formatting Applied

## Removing Conditional Formatting:

- Click on the **Conditional Formatting** command, located in your *Home* tab on the Ribbon (see Figure 30).

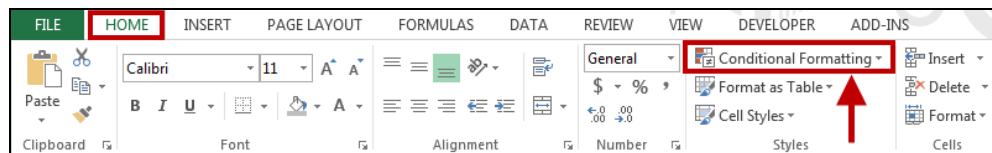


Figure 30 - Conditional Formatting

- Hover your mouse over the **Clear Rules** (see Figure 31).

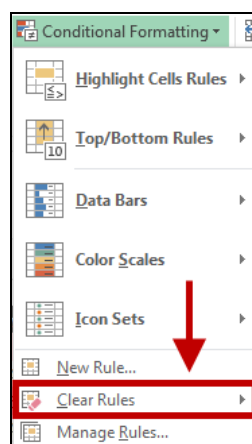


Figure 31 - Clear Rules

3. To clear rules from the entire sheet, click on **Clear Rules from Entire Sheet**. Your Conditional Formatting rules will be cleared (see Figure 32).

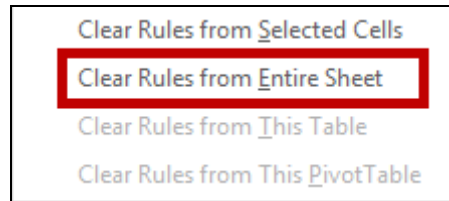


Figure 32 - Clear Rules from the Entire Sheet

## Additional Assistance

If you need additional assistance with Microsoft Office Access 2013, contact University Information Technology Services (UITS) at:

### Faculty and Staff Service Desk

Phone: 470-578-6999

Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)

### Students Help Desk

Phone: 470-578-3555

Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)