

Making Tables in Excel 2007

Tables can be created in Microsoft Excel in three ways:

- (1) Simply by typing in the data in the columns and rows of the spread sheet. Then add the appropriate table headings and applying borders were desired.
- (2) Using the template to insert a table with pre-defined headers.
- (3) Using the pivot table template. Pivot tables are not often used in academia and so will not be covered here.

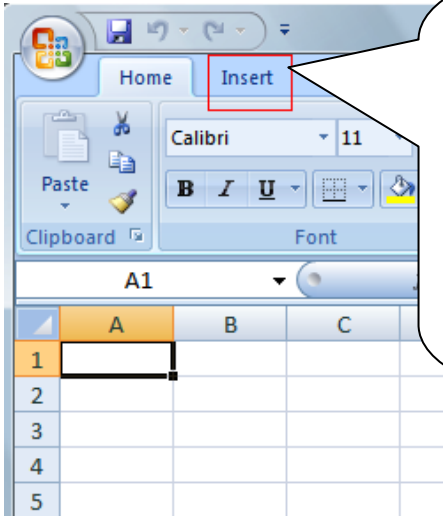
Below we describe option 2 in some detail using Table 1 (below) as an example. The disadvantage of creating tables in Excel is that the table design and layout is not as flexible as in Word. Also, decimal alignment can be a bit tedious.

Table 1:

Variables	Model 1	Model 2	Model 3
Education level	22.80 ***	16.45 ***	12.56 ***
Parity	3.67 **	2.77 *	1.22
Race		1.89	0.97
Race*Edu level			4.31 ***

Source: Fictitious Data

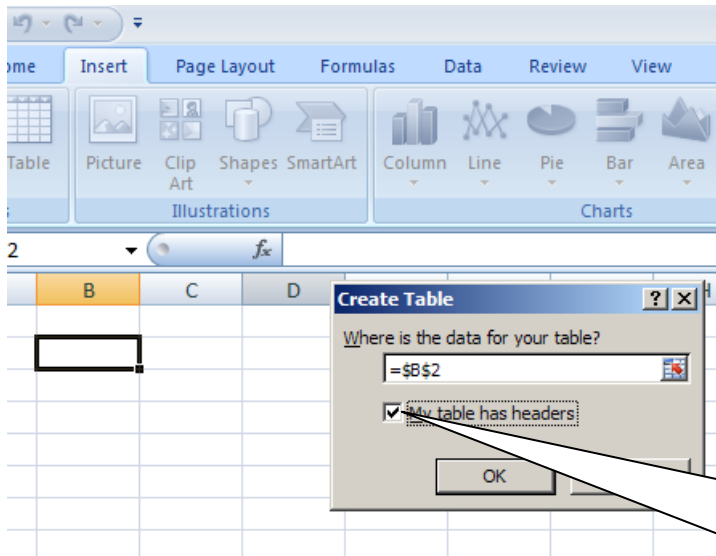
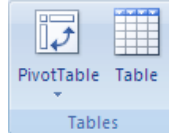
The steps to create Table1 using Microsoft Excel are illustrated on the following pages.



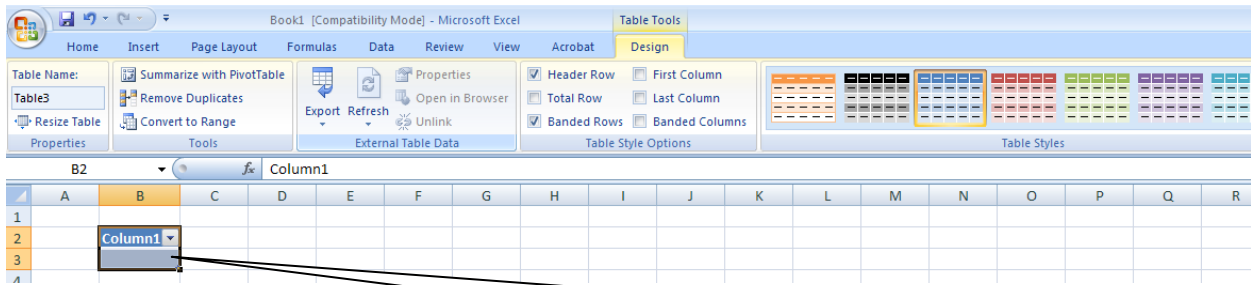
Insert a Table

On a worksheet, select the range of cells that you want to include in the table. The cells can be empty or can contain data.

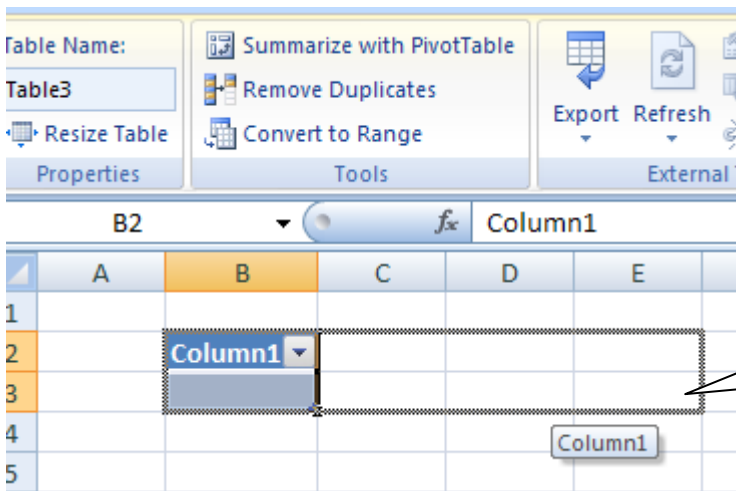
1. On the **Insert** tab, in the **Tables** group, click **Table**.



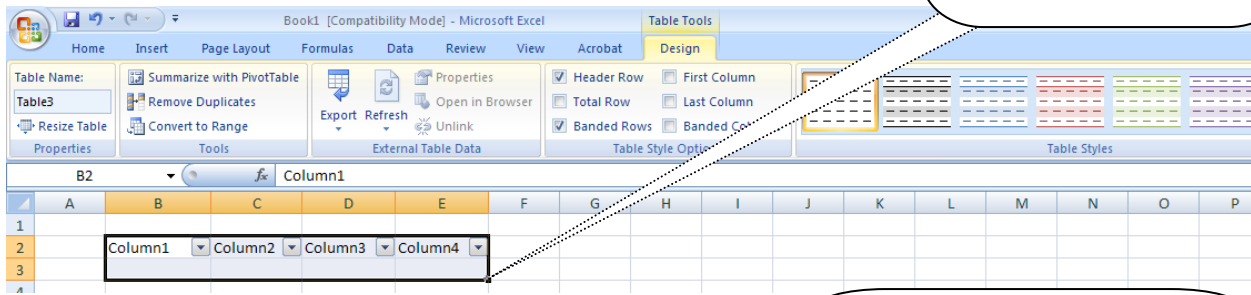
2. If the selected range contains data that you want to display as table headers, select the **My table has headers**.



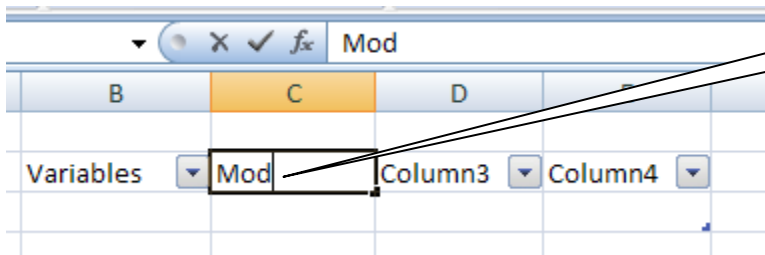
3. The result is a single column.

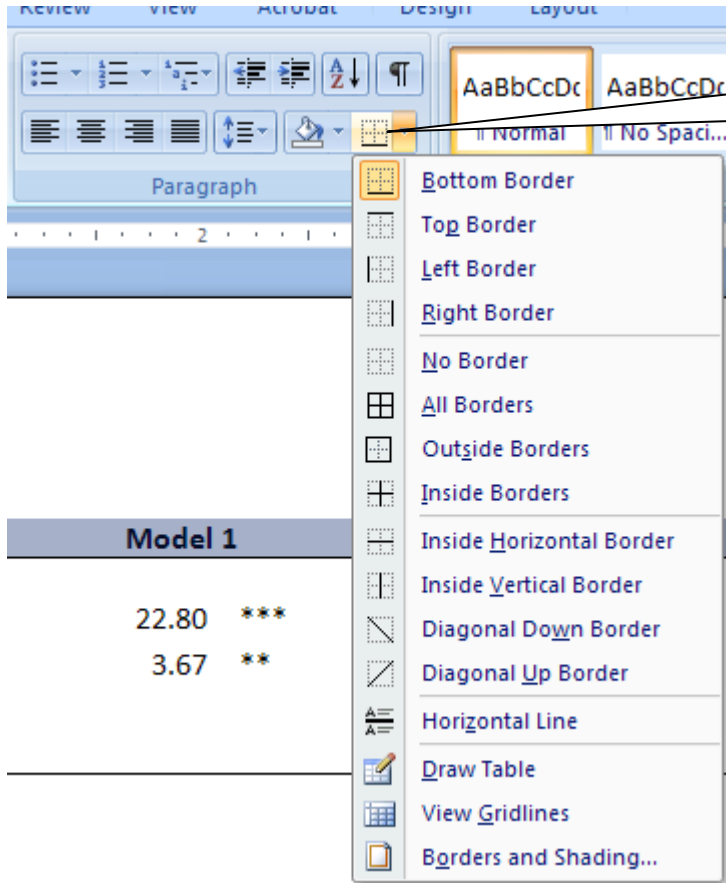


4. Determine the number of columns the table should have and drag to the desired number of cells .



5. Type in desired headings and table data.





6. Use the Table border options to insert borders where desired.

	B	C	D	E
Variables	Model 1	Model 2	Model 3	
Education level	22.8***	16.45***	12.56***	
Parity	3.67**	2.77*	1.22	
Race			1.89	0.97
Race*Edu level				4.31***

7. The arrangement of data within cells can be adjusted by first centering all the data values and then using the text alignment option under format cells. This option can be accessed by right clicking within the cell and selecting format cells from the drop down menu.

Variables	Model 1	Model 2	Model 3
Education level	22.8***	16.45***	12.56***
Parity	3.67**	2.77*	1.22
Race			
Race*Edu level			

Format Cells

Number Alignment Font Border Fill Protection

Text alignment

Horizontal: Left (Indent) Indent: 3

Vertical: Bottom

Justify distributed

Text control

Wrap text

Shrink to fit

Merge cells

Right-to-left

Text direction: Context

OK Cancel

By visually checking the position of the number, change the level of indentation to ensure that the numbers line up in the desired manner. Usually we want all decimal places to be aligned directly below each other.

To get the text to align is quite difficult, so it might be better to transfer it to Word and align there **(See Creating Tables in Word)**.

Another approach is to use the format cell custom option to customize the way the data are displayed and positioned within each cell.

From this option a preset format can be selected from the list or a personal format can be created and saved for future use.

ables	Model 1	Model 2	Model 3
ion	22.80 ***	16.45 ***	12.56 ***
u level			

Format Cells

Number Alignment Font Border Fill Protection

Category: General

Sample: 22.80

Type: 0.00

General

0

0.00

#,###

#,###.00

#,###.0);(,###0)

#,###.0);[Red](,###0)

#,###.00.0);(,###0.00)

#,###.00.0);[Red](,###0.00)

\$\$,###.0);(,\$,###0)

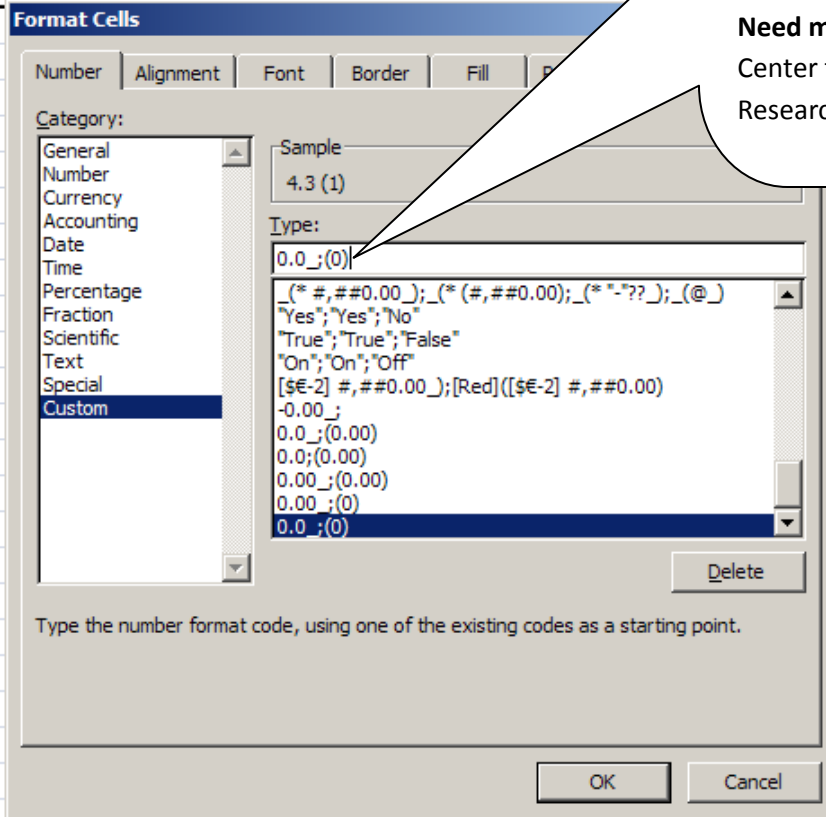
\$\$,###.0);[Red](\$,###0)

Delete

Type the number format code, using one of the existing codes as a starting point.

OK Cancel

MODEL 2	MODEL 3
16.45 ***	12.56 ***
2.77 *	1.22
1.89	0.97
	4.3 (1) ***



For example if the desired display format should have a negative sign, two decimal places and be indented one space to the left then type - **0.00_**; if instead the desired display format was one decimal place and another set of numbers in brackets (for example number and percent) then type **0.0_ ; (0.0)**

Need more help: come see us at the Center for Family and Demographic Research (CFDR), 5 Williams Hall.

Table 2 on the next page contains some of the basic formatting codes.

Table 2: Basic Formatting Codes for the Format Cells Option

Number Code	Description
General	General number format.
0 (zero)	Digit placeholder. This code pads the value with zeros to fill the format.
#	Digit placeholder. This code does not display extra zeros.
?	Digit placeholder. This code leaves a space for insignificant zeros but does not display them.
. (period)	Decimal number.
%	Percentage. Microsoft Excel multiplies by 100 and adds the % character.
, (comma)	Thousands separator. A comma followed by a placeholder scales the number by a thousand.
_ (underscore)	This code skips the width of the next character. This code is commonly used as "_" (without the quotation marks) to leave space for a closing parenthesis in a positive number format when the negative number format includes parentheses. This allows the values to line up at the decimal point.
[Condition value]	<i>Condition</i> may be <, >, =, >=, <=, <> and <i>value</i> may be any number. Note A number format may contain up to two conditions.
E+ E- e+ e-	Scientific notation.

Source: <http://www.ozgrid.com/Excel/CustomFormats.htm>

Variables	Model 1	Model 2	Model 2
Education level	22.80 ***	16.45 ***	1
Parity	2.77 **	2.77 *	
Race		1.89	
Race*Edu level			

A simpler way of getting around this problem is add an **extra column** for the asterisks in the table.

Alignment is achieved by right aligning numbers and left aligning the asterisks.