

Undo Clipboard Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A A Wrap Text Merge & Center General \$ % ; .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
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Hello, and welcome to Mark's Excel Tips. Today I'm going to show you how to simply apply color to alternate rows using formatting in Excel 365

Undo Clipboard Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A A Wrap Text Merge & Center General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

B4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
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You first need to decide which rows that you want to have the alternating colors in and highlight them as showing here.

Clipboard: Paste, Undo, Redo

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Color, Text Background Color

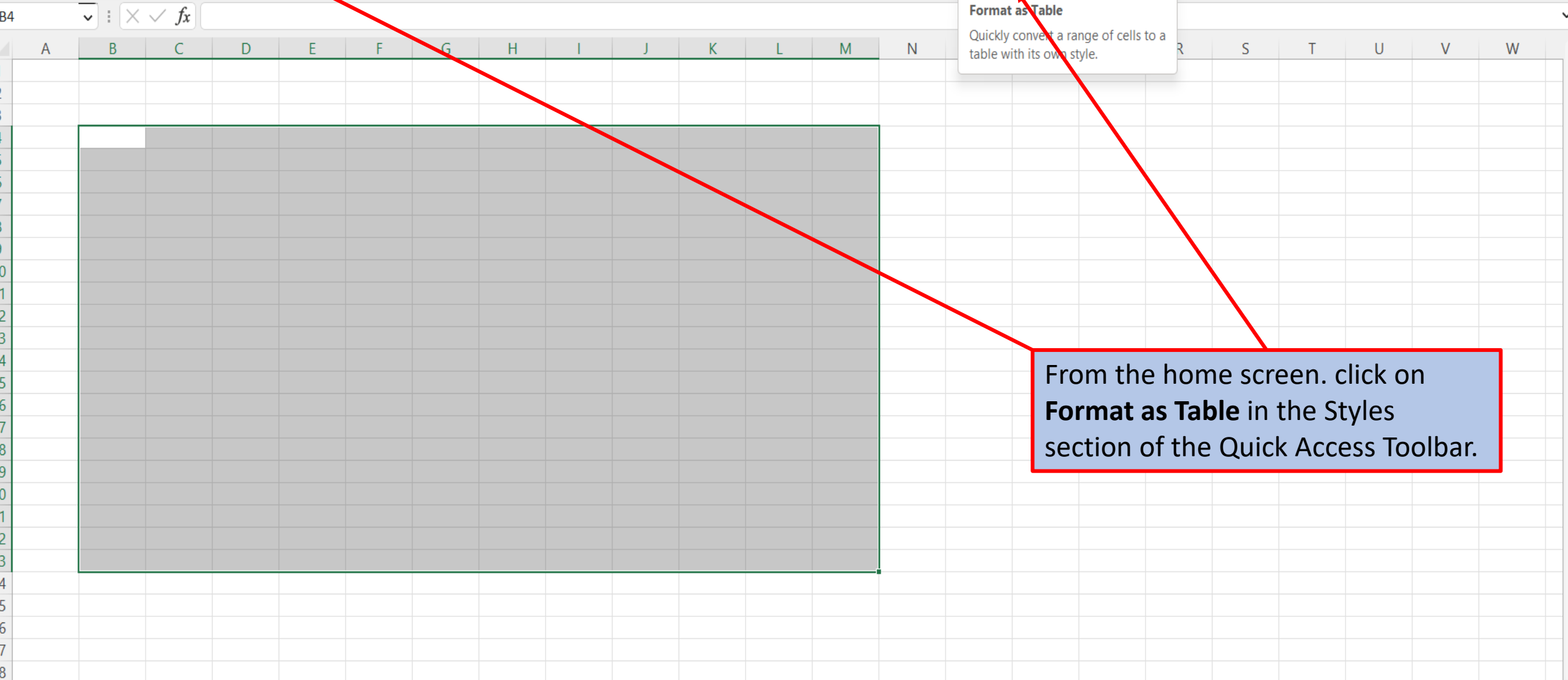
Alignment: Wrap Text, Merge & Center, Left, Center, Right, Indent, Decrease Indent, Increase Indent

Number: General, Currency, Percentage, Thousand Separator, Increase Decimal, Decrease Decimal

Styles: **Format as Table**, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analyze Data



Format as Table
Quickly convert a range of cells to a table with its own style.

From the home screen. click on **Format as Table** in the Styles section of the Quick Access Toolbar.

Undo Clipboard Font Alignment Number

Calibri 11 A A

B I U

Wrap Text

General

Conditional Formatting

Merge & Center

\$ % ; .00 .00

Format as Table Cell Styles Insert Delete Format

AutoSum Fill Clear

Sort & Filter Find & Select Analyze Data

B4

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When you have found the color combination that you like, just click on it.

Light

Medium

Dark

Blue, Table Style Medium 9

New Table Style...

New PivotTable Style...

B4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
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Create Table ? X

Where is the data for your table?

My table has headers

OK Cancel

A small window opens asking, "Where is the data for your table"? Because we don't have any data in our table yet, Excel has automatically populated this with the cells that we have highlighted.

B4

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
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Create Table ? X

Where is the data for your table?

\$B\$4:\$M\$23

My table has headers

OK Cancel

Click on OK.

Undo Paste Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A A Wrap Text Merge & Center General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

S6 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
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Excel has created your table and applied the alternating colors that you have chosen.

S6

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When using Format as Table, to apply color to alternate rows, Excel will also add filters to each column so you can filter your data.

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