

Microsoft Excel 2019

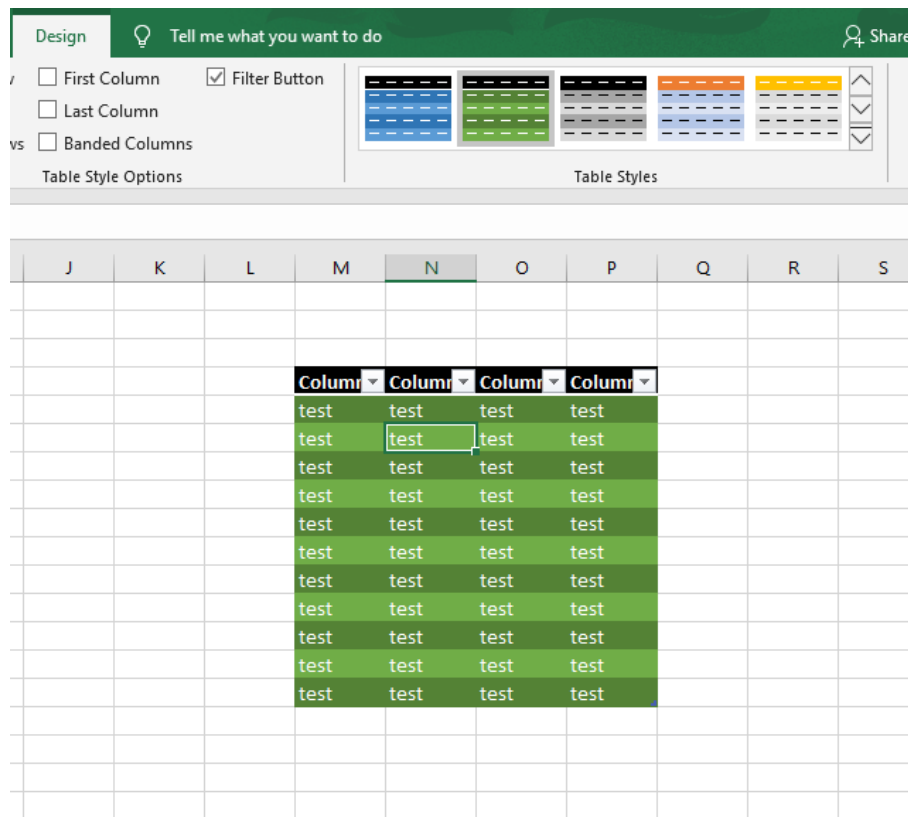
Create great looking tables

QUICKLY CREATE A GREAT LOOKING TABLE

Did you know that you can create great looking colour formatted tables in excel? This is a great feature for those of you who need to create visually appealing tables for presentations, or you just need something to stand out.

Creating a visually formatted table is as easy as following these steps.

1. Open excel and populate your data into an area.
2. Click on the **Insert** tab on the top of the screen.
3. Then click on the **Table** button. (It will automatically select your data).
4. Click **OK** to create your table.
5. You can select various colours and designs from the **Design** tab.



Column1	Column2	Column3	Column4
test	test	test	test
test	test	test	test
test	test	test	test
test	test	test	test
test	test	test	test
test	test	test	test
test	test	test	test
test	test	test	test
test	test	test	test
test	test	test	test
test	test	test	test