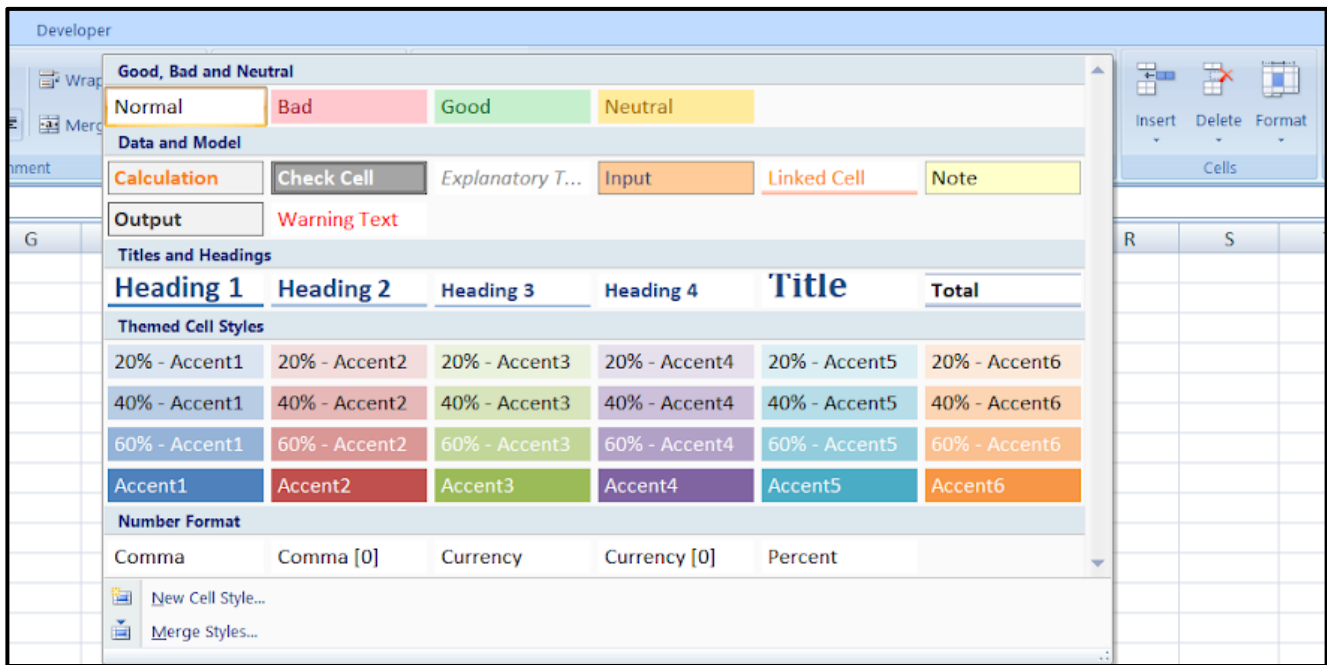# Table format

❑ It converts your data range to a table.

❑ Select any cell within the table, or range of cells you want to format as a table.

❑ On the Home tab, click Format as Table. Click the table style that you want to use

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