PRODUCTIVITY

Apply a Table Style to an Existing Table

You may want to apply a different formatting style in creating a table. Excel has a built-in Table Styles feature that displays an extensive thumbnail gallery of table formats.
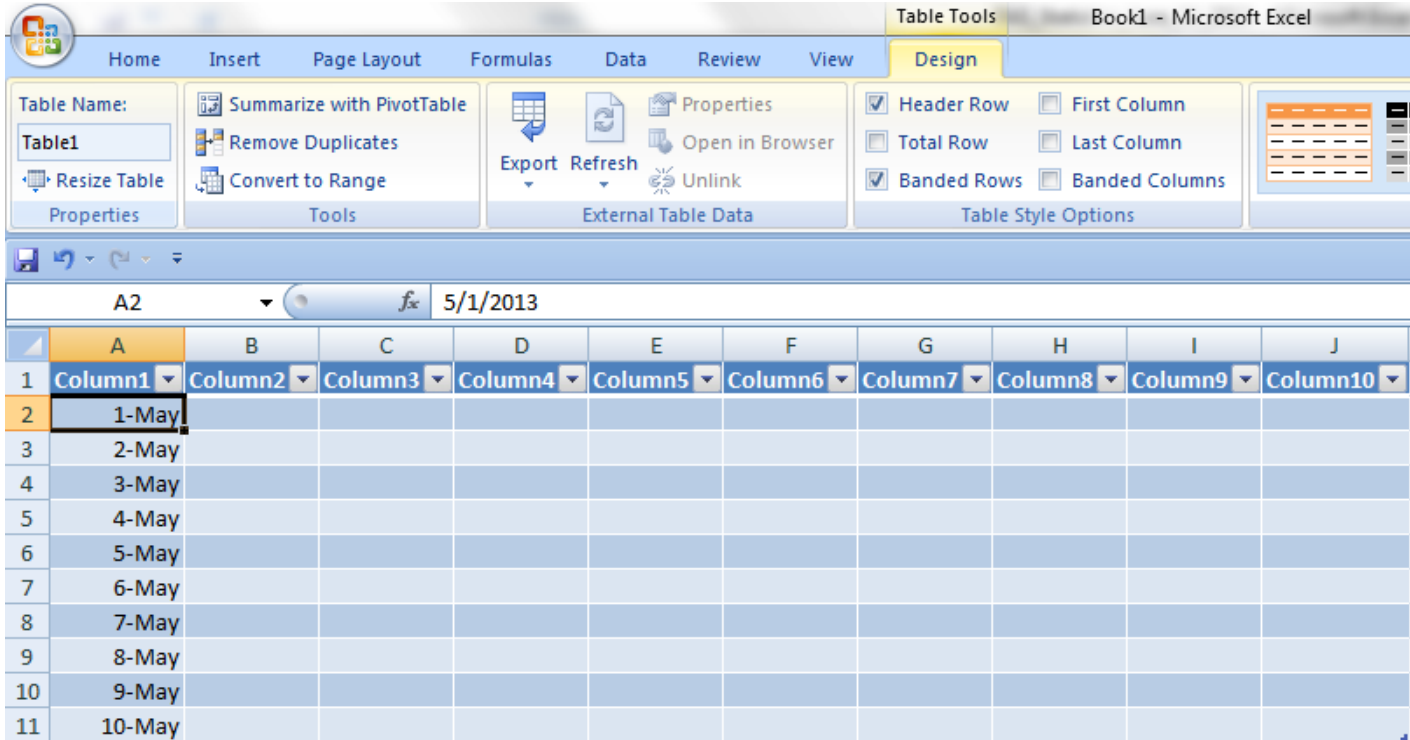
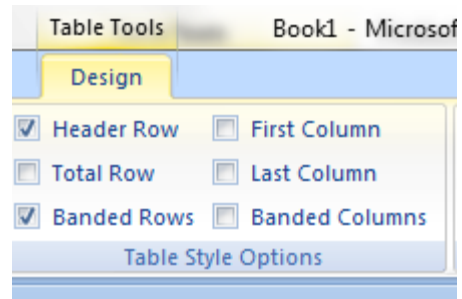**Click here** to apply a table style to an existing table.

Excel
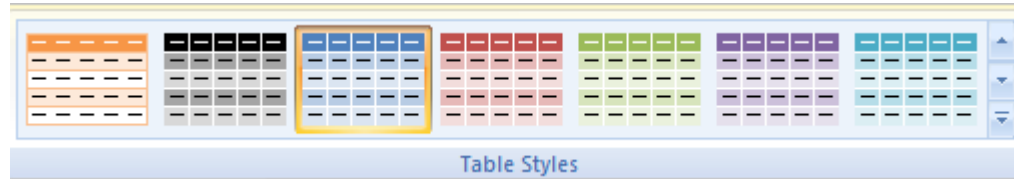
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1. On the worksheet, select the table to which you want to apply a table style.
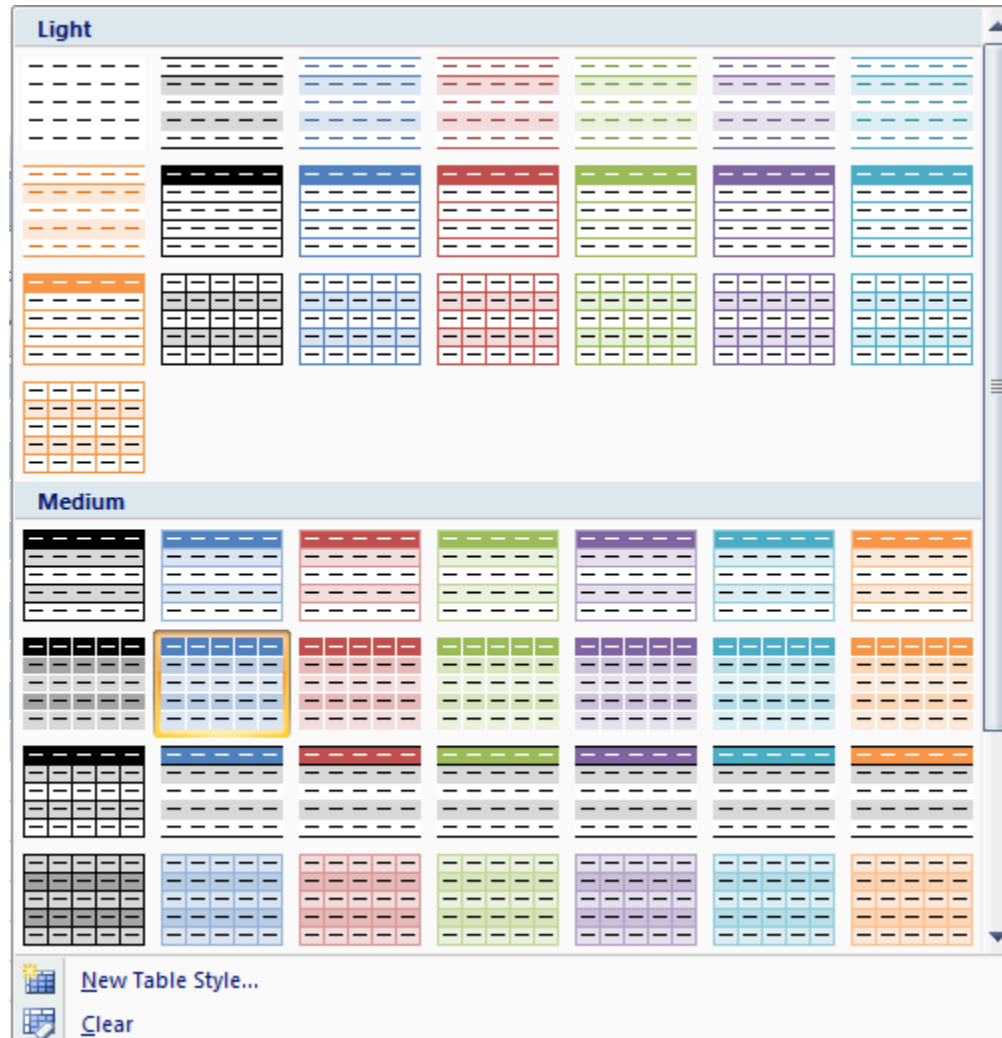
2. On the Design tab, in the Table Styles group, do one of the following:

- Click the table style that you want to use.

▪ Click the More Button image, and then under Light, Medium, or Dark, click the table style that you want to use.

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