

# Microsoft Excel - Converting a Table to a Range

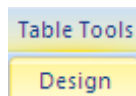


## Converting a Table to a Range.

If you do not require your data in a Table format, it is possible to convert it back to a normal range.

1. Click into a cell within the Table.

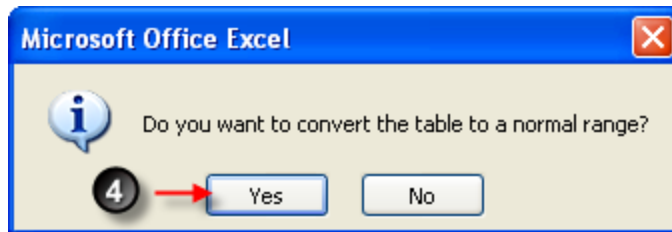
2. Click the **Design** tab under **Table Tools**.



3. Click the **Convert to Range**.



4. Click Yes to convert back to a normal range.



A	B	C	D	E	F
Company Name	Contact Name	Contact Title	Address	City	Country
Cactus Comidas para llevar	Patricio Simpson	Sales Agent	Cerrito 333	Buenos Aires	Arg
Océano Atlántico Ltda.	Yvonne Moncada	Sales Agent	Ing. Gustavo Moncada 8585-Piso 20-A	Buenos Aires	Arg
Rancho grande	Sergio Gutiérrez	Sales Representative	Av. del Libertador 900	Buenos Aires	Arg
Ernst Handel	Roland Mendel	Sales Manager	Kirchgasse 6	Graz	Aus
Piccolo und mehr	Georg Pipps	Sales Manager	Geislweg 14	Salzburg	Aus
Maison Dewey	Catherine Dewey	Sales Agent	Rue Joseph-Bens 532	Bruxelles	Bel
Suprêmes délices	Pascale Cartrain	Accounting Manager	Boulevard Tirou, 255	Charleroi	Bel
Gourmet Lanchonetes	André Fonseca	Sales Associate	Av. Brasil, 442	Campinas	Bra

The data is now back in a Normal Range format, notice that the filter arrows have been removed from the column name headings.

