Using Excel to Store Statistical Tables

The following steps illustrate the use of Excel for storing statistical tables, with a view to facilitate easy navigation from one table to another.

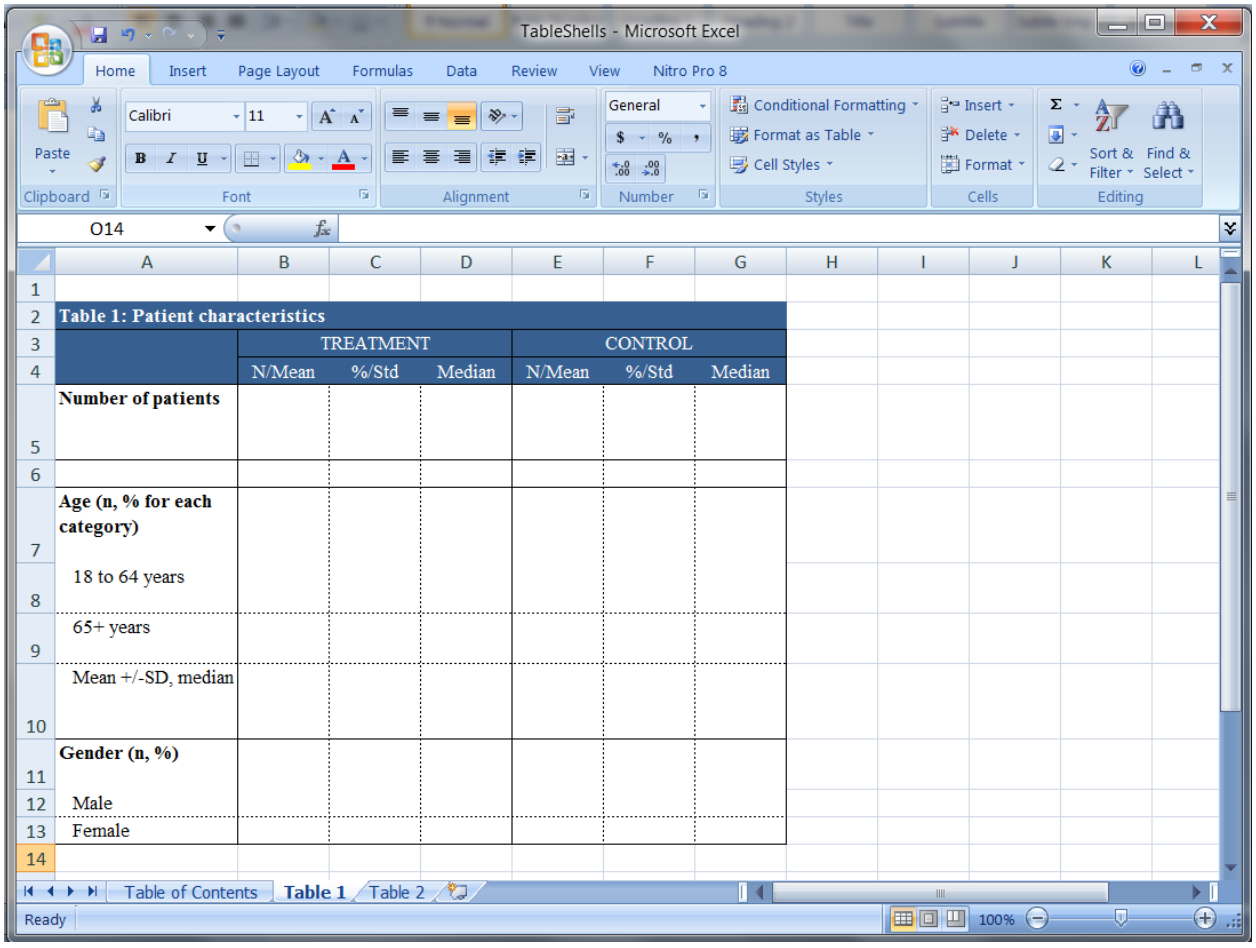
Step 1: Launch a new Excel Workbook. We will assume that the workbook includes 3 worksheets.

Step 2: Save the Excel Workbook (e.g., **TableShells.xlsx**).

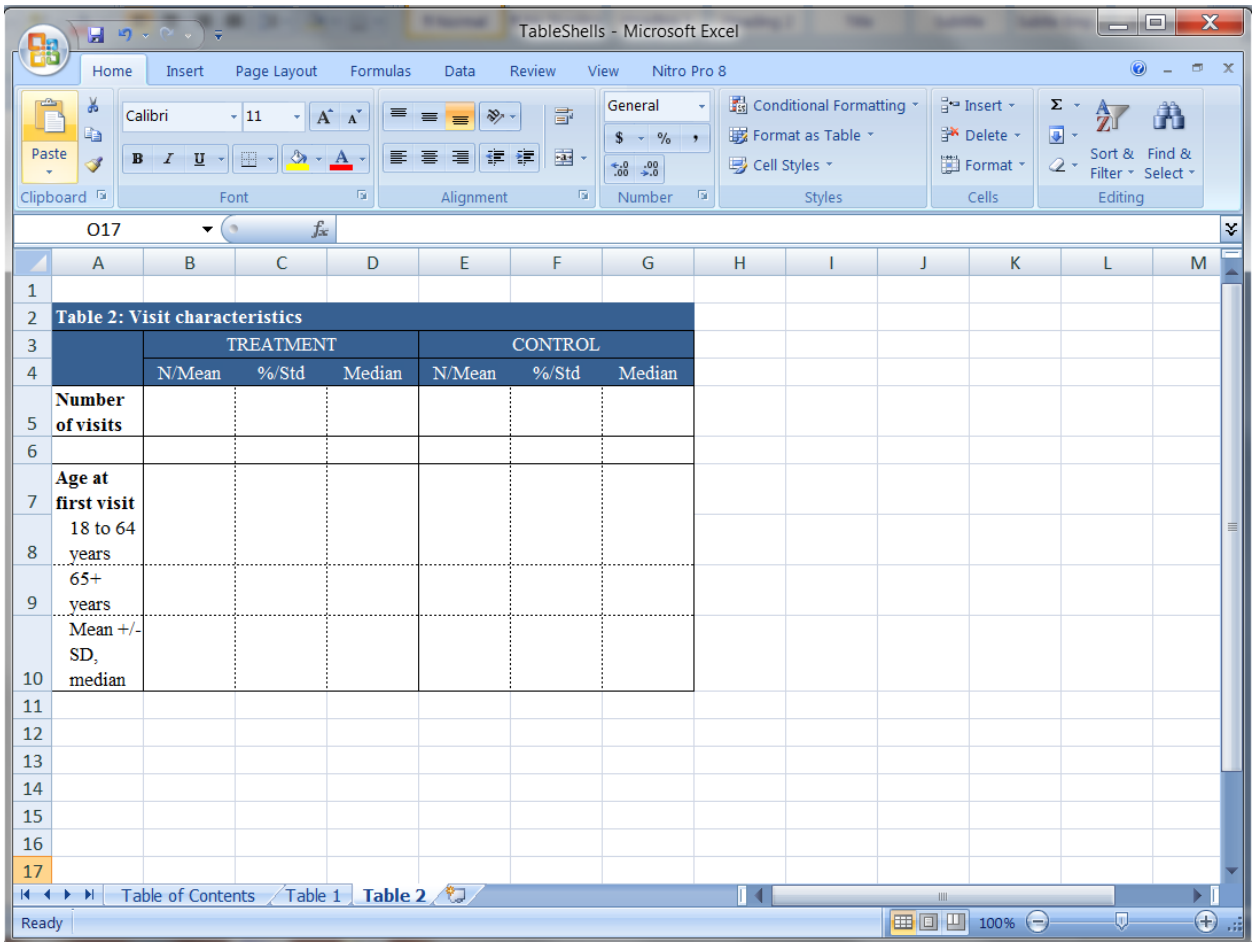
Step 3: Name the first worksheet **Table of Contents**.

Step 4: Name the subsequent worksheets **Table 1** and **Table 2**, respectively.

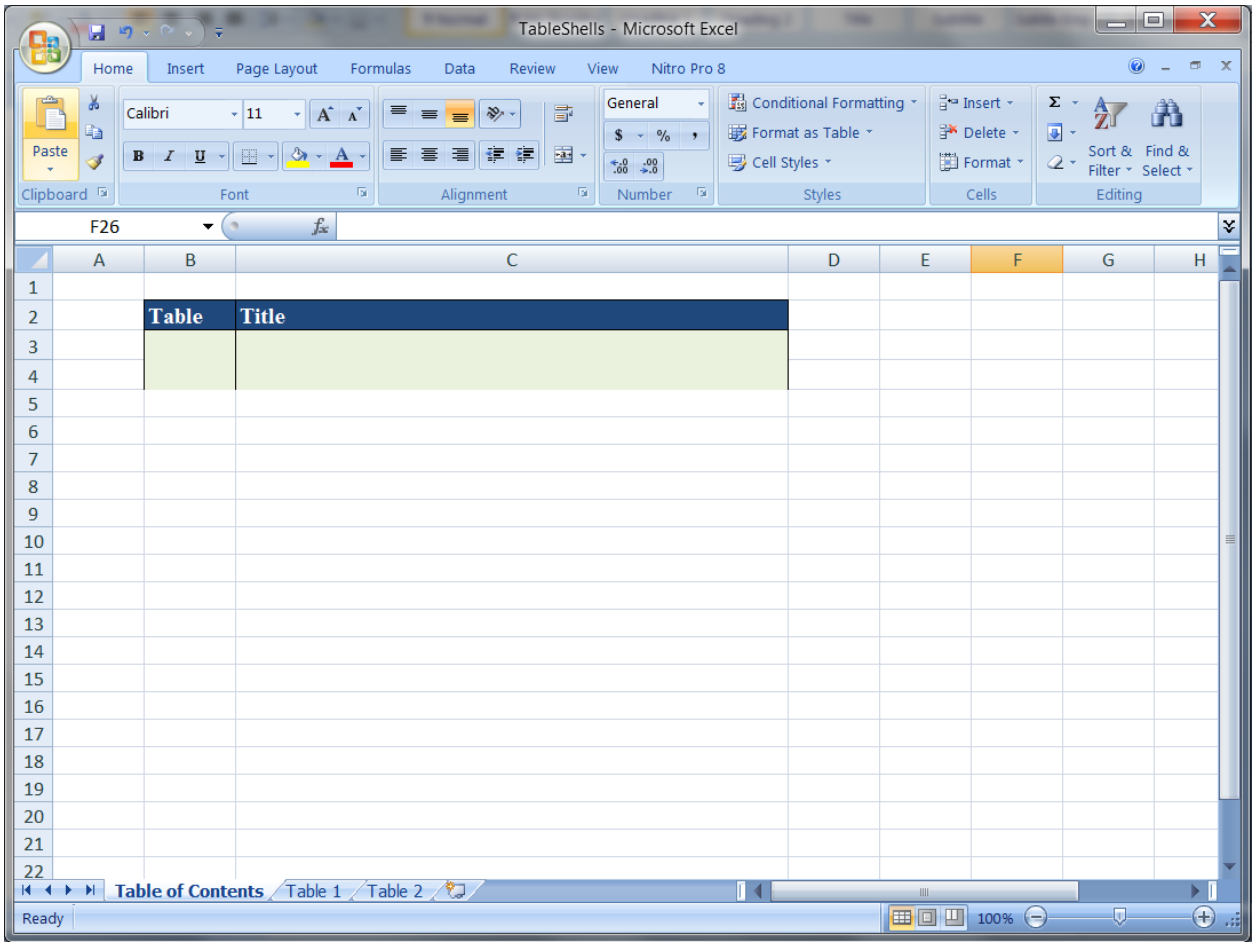
Step 5: In the worksheet named Table 1, insert the table **Table 1: Patient characteristics**. Make sure that the first row of the worksheet remains empty.



Step 6: In the worksheet named Table 2, insert the table **Table 2: Visit characteristics**. Make sure that the first row of the worksheet remains empty.



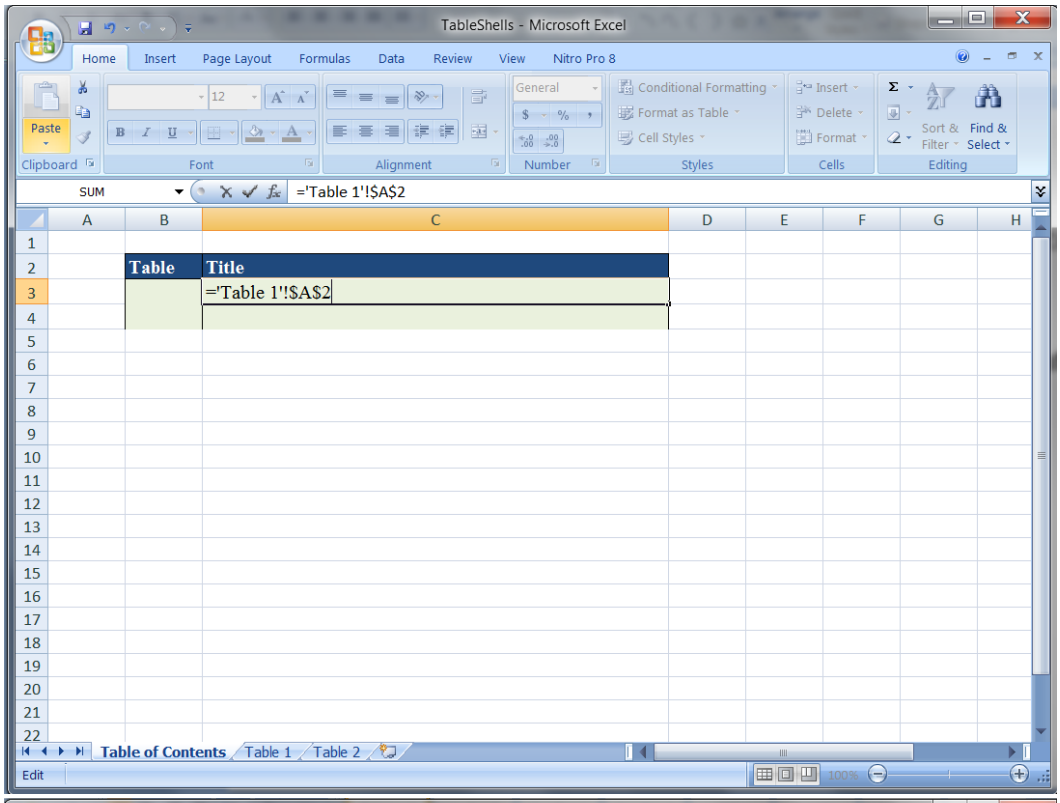
Step 7: Return to the worksheet titled **Table of Contents**. Create a table with two columns, named Table and Title. Allow the table to have two rows – one for Table 1 and one for Table 2.

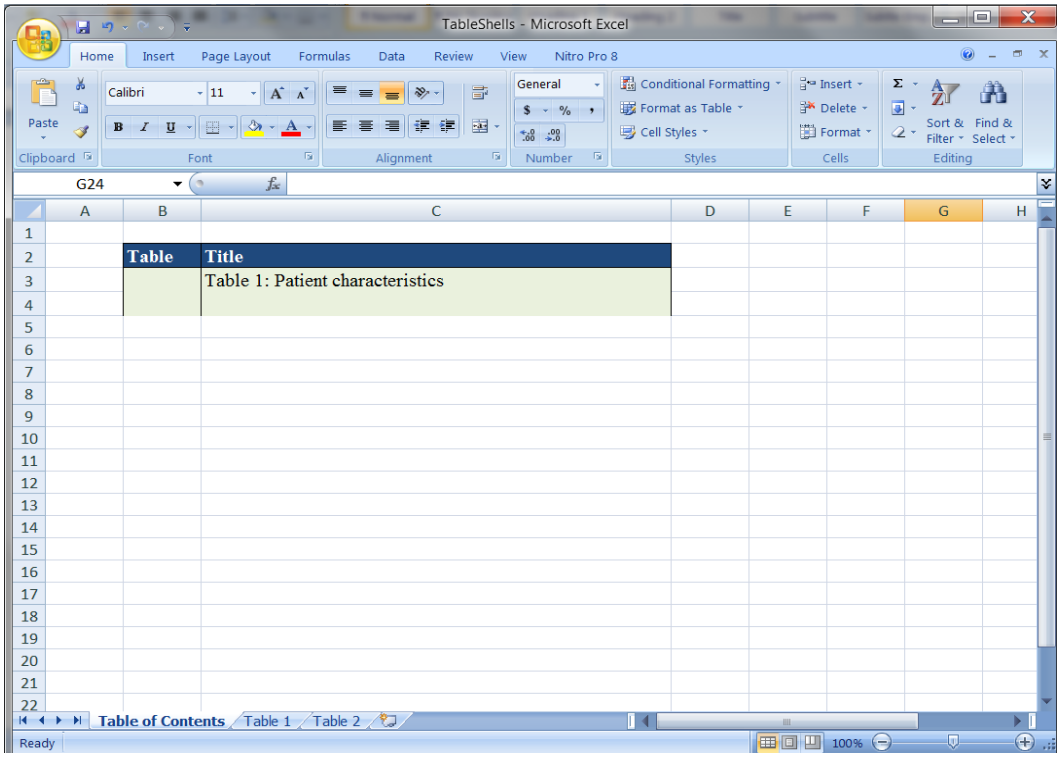


Step 8: In the worksheet titled **Table of Contents**, click on the cell C3 and type the following formula:

='Table 1'!$A$2

Click outside the cell when done to see the result of the formula.

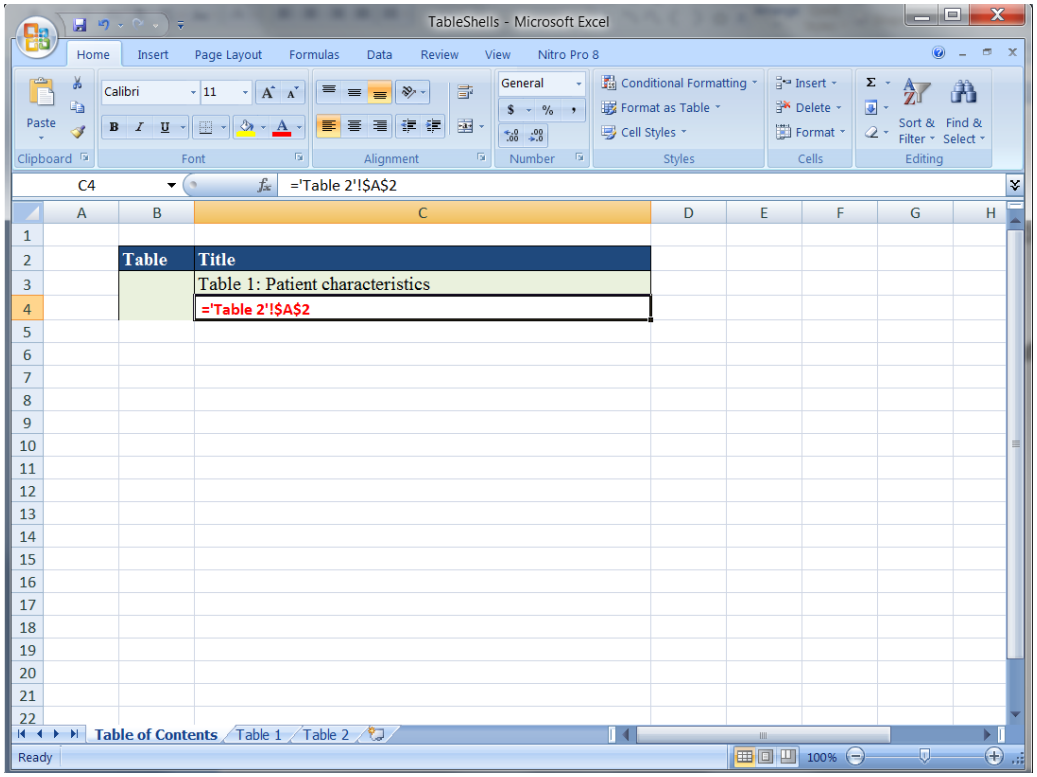


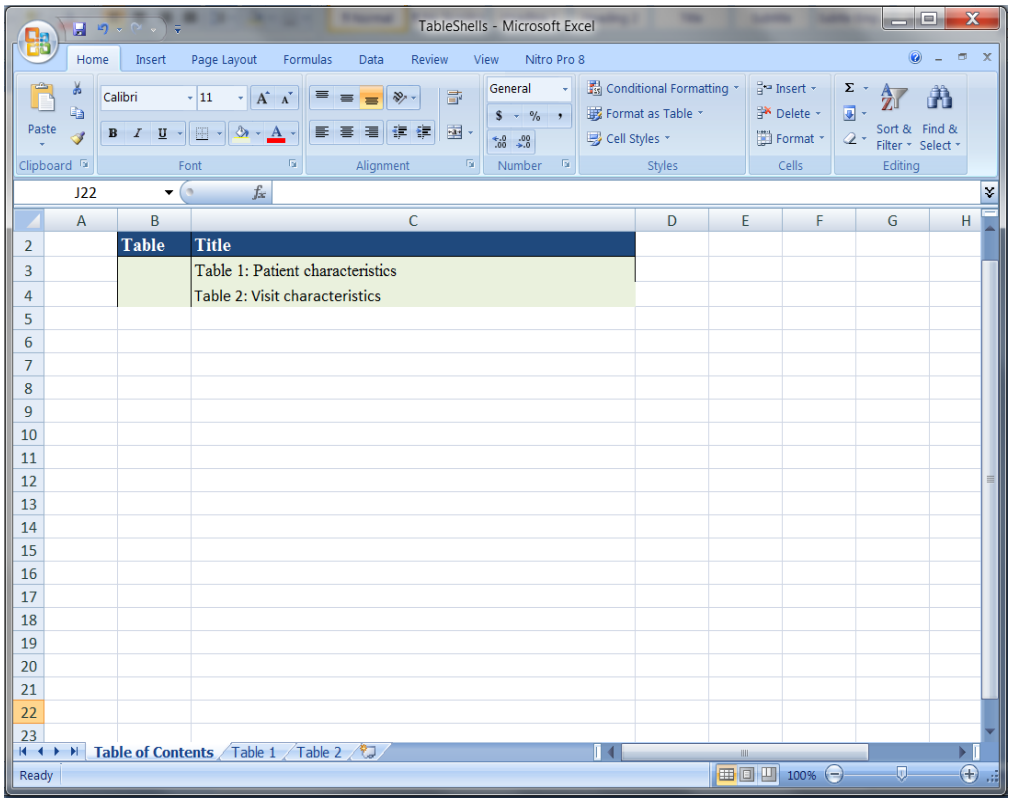


Step 9: In the worksheet titled **Table of Contents**, click on the cell C4 and type the following formula:

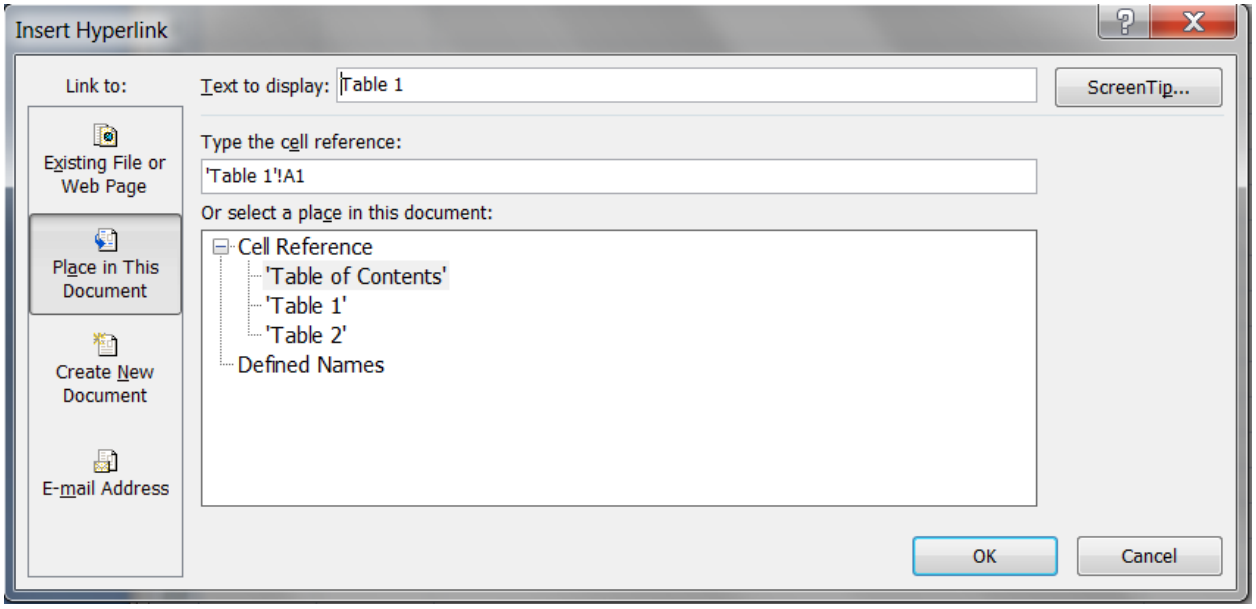
='Table 2'!$A$2

Click outside the cell when done to see the result of the formula.

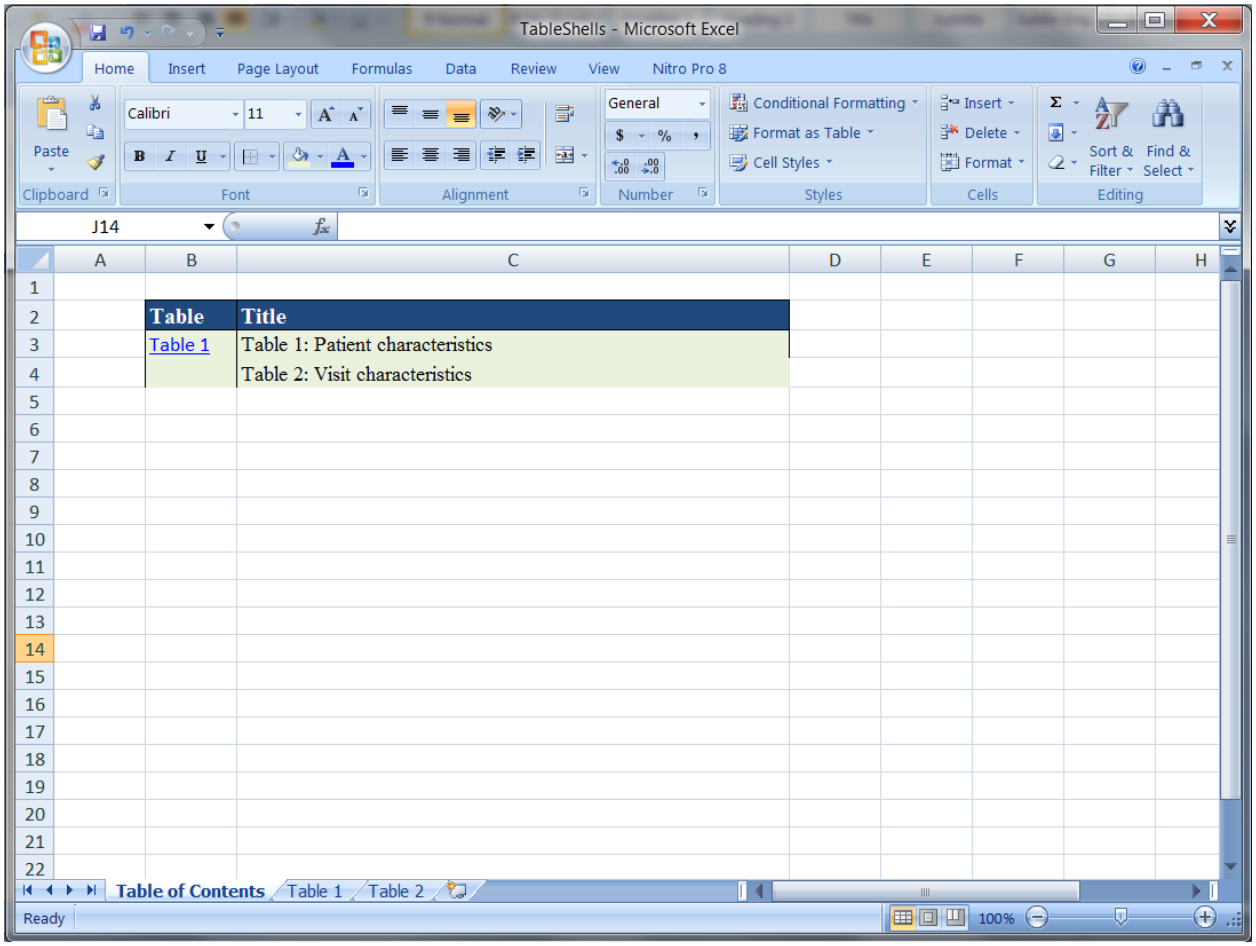




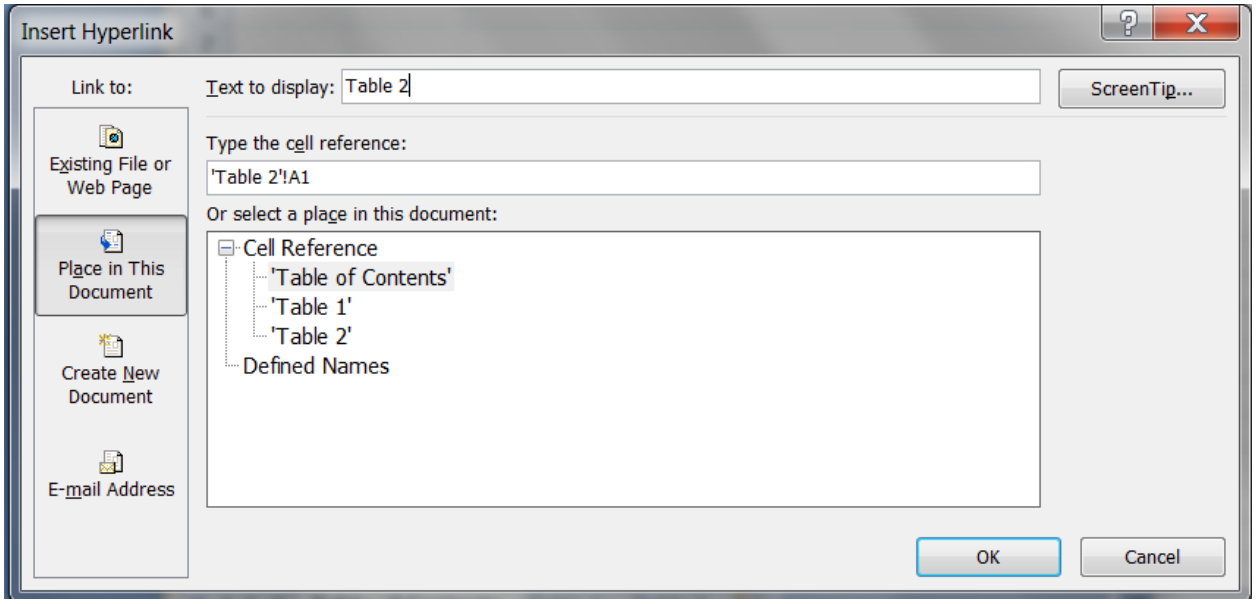
Step 10: In the worksheet titled **Table of Contents**, select the cell B3. Right-click on the selected cell and choose the option Hyperlink. Make sure you link to a Place in This Document, specify the text to display as **Table 1** and the cell reference as **A1.** Press OK when done.

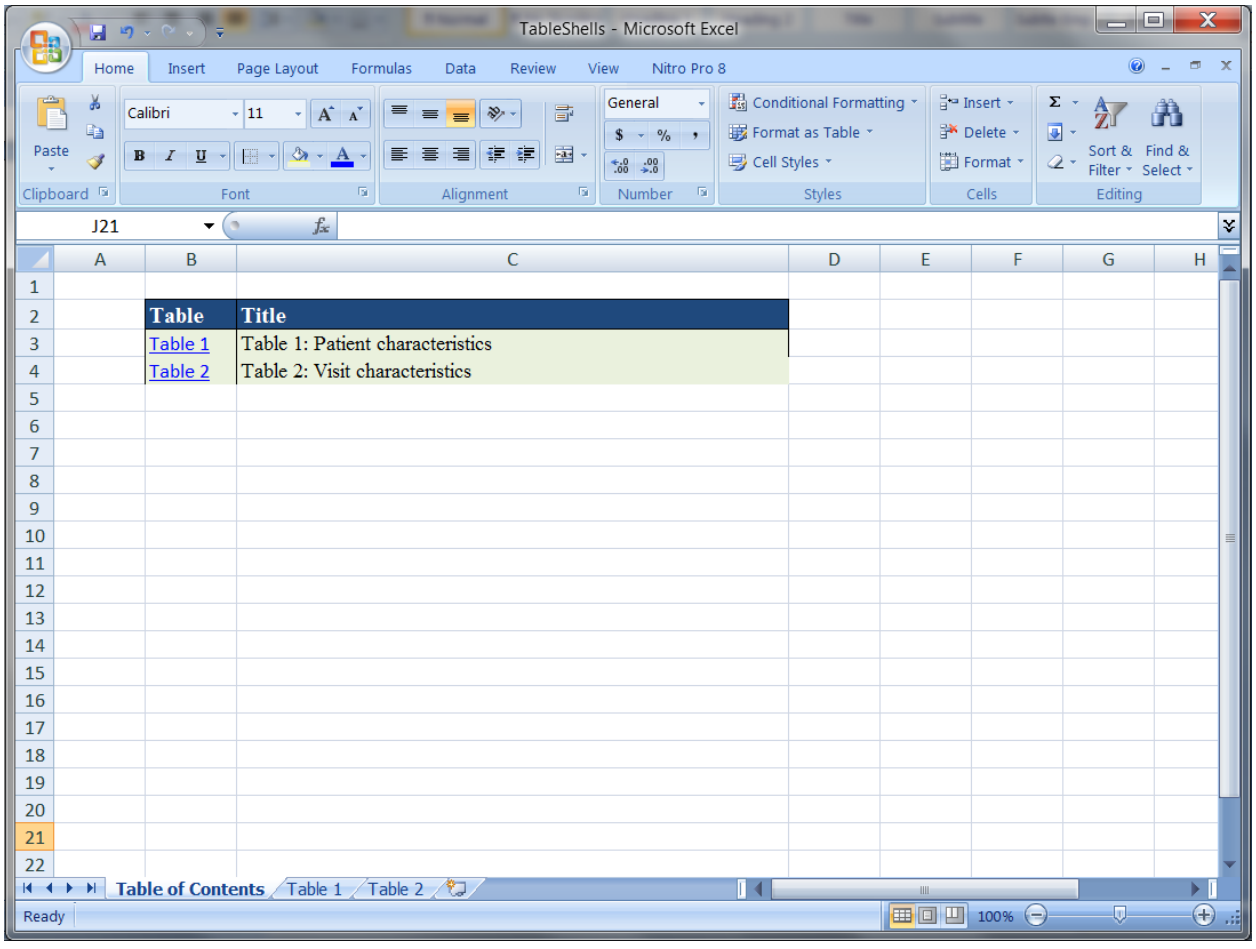


This will result in ….

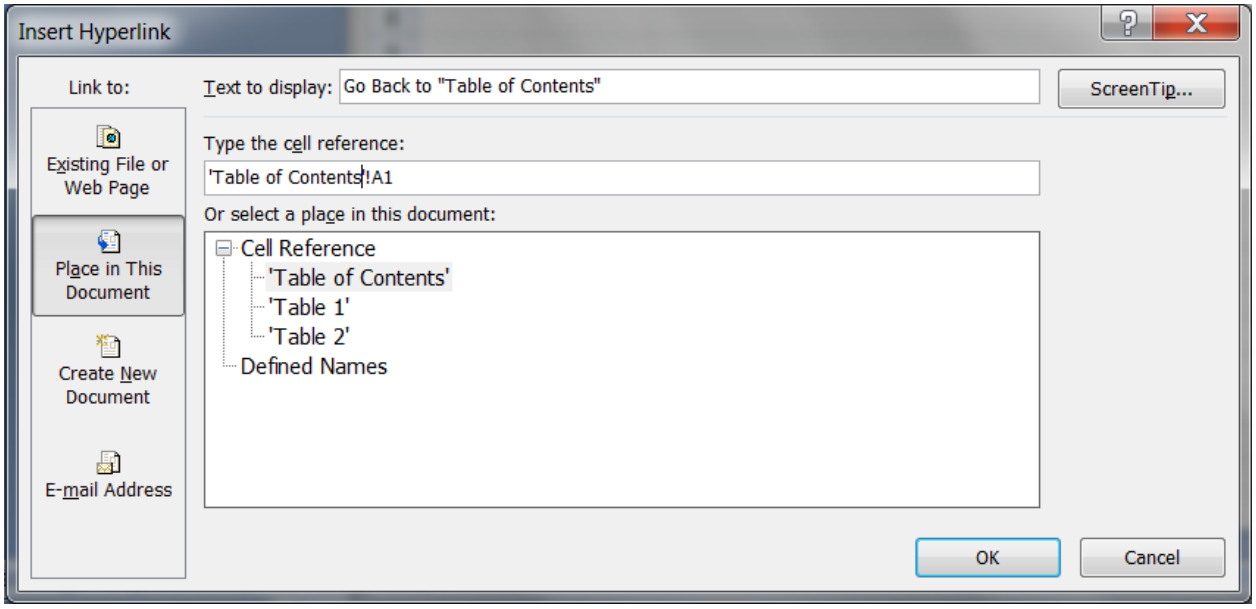


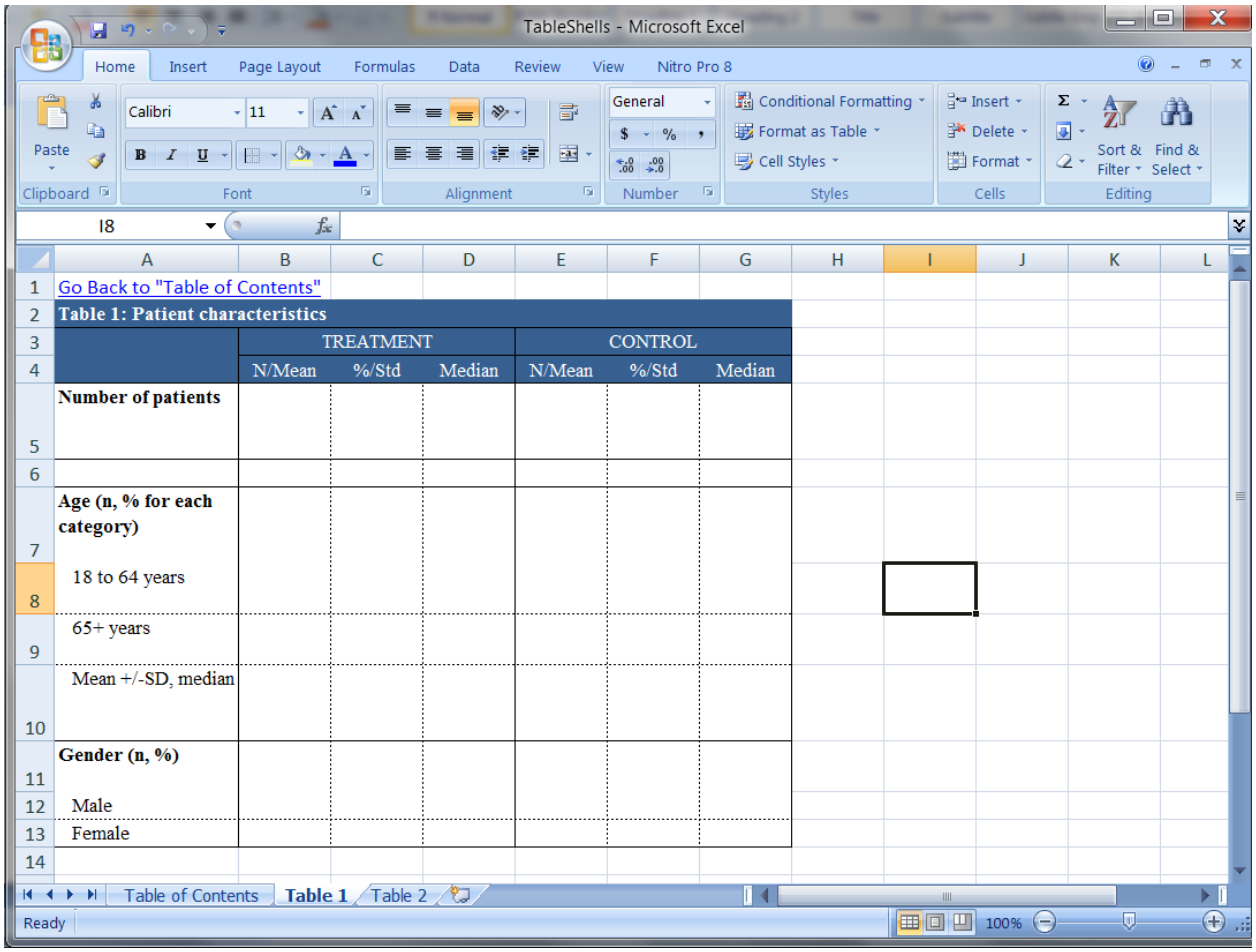
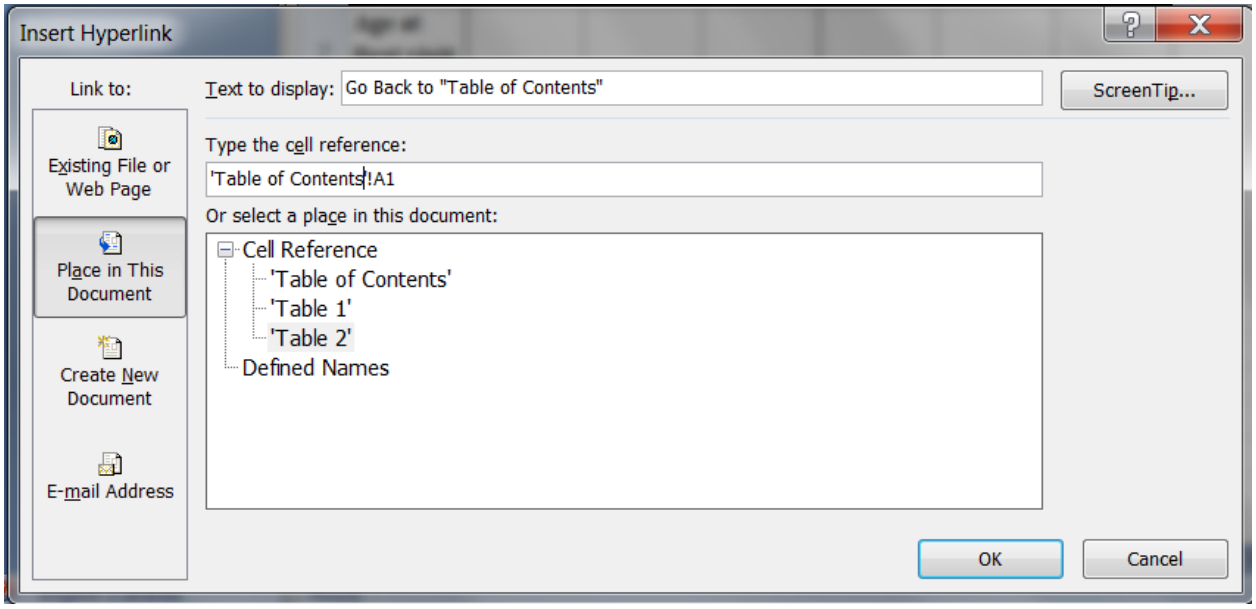
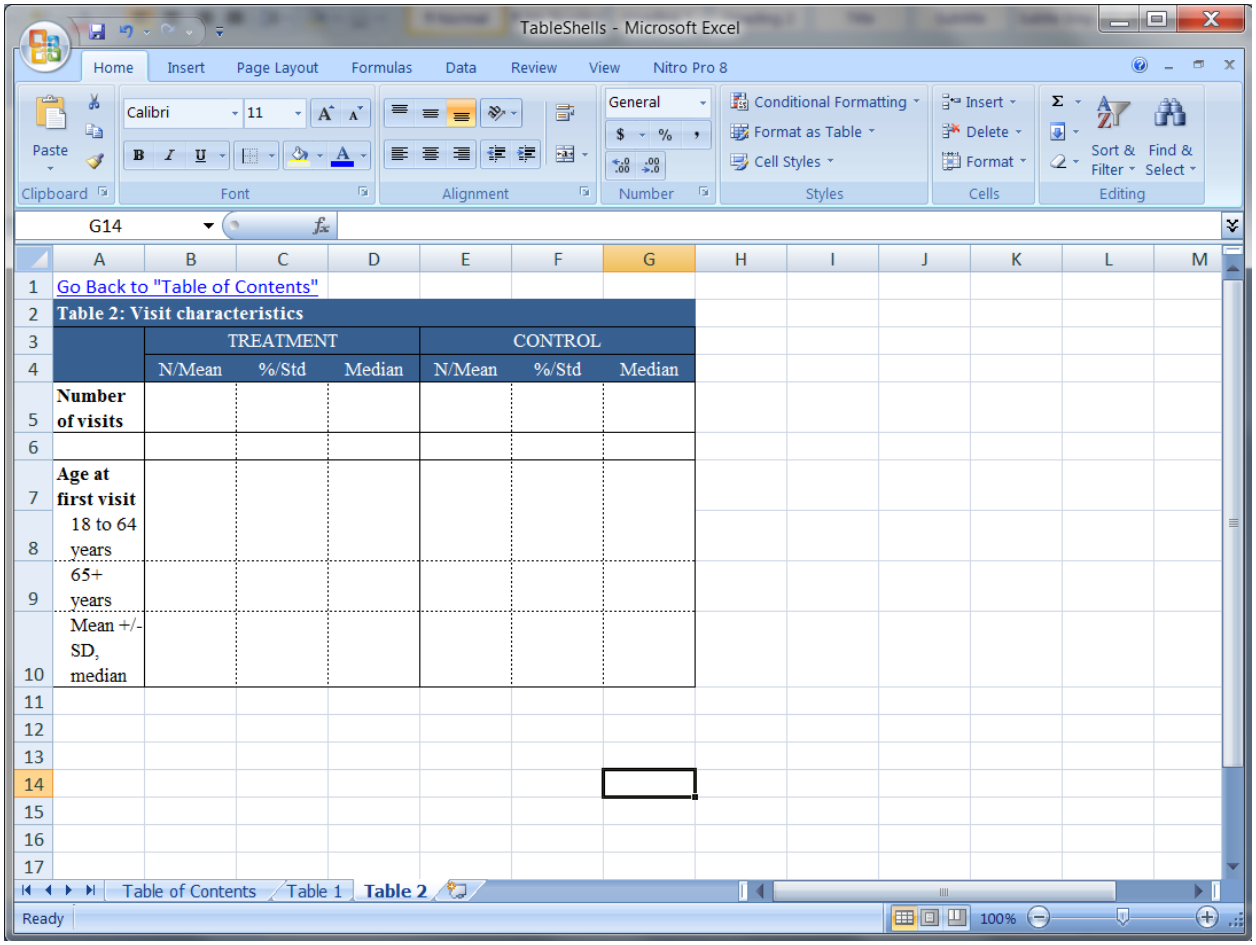
Step 11: In the worksheet titled **Table of Contents**, select the cell B4. Right-click on the selected cell and choose the option Hyperlink. Make sure you link to a Place in This Document, specify the text to display as **Table 2** and the cell reference as **A1.** Press OK when done.





Step 12: In the worksheet titled **Table 1**, select the cell A1. Right-click on the selected cell and choose the option Hyperlink. Make sure you link to a Place in This Document, specify the text to display as **Go Back to "Table of Contents"** and the cell reference as **'Table of Contents'!A1.** Press OK when done.





Step 13: In the worksheet titled **Table 2**, select the cell A1. Right-click on the selected cell and choose the option Hyperlink. Make sure you link to a Place in This Document, specify the text to display as **Go Back to "Table of Contents"** and the cell reference as **'Table of Contents'!A1.** Press OK when done.