

Extract multiple tables from pdf to excel

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If you have ever worked with multiple workbooks in Excel, you know that it can sometimes cause issues if all of the workbooks are open in the same instance of Excel. For example, if you recalculate all formulas, it will do that for all open workbooks in the same instance. If you don't want that to happen or if you simply want to see both of your spreadsheets side by side in two different windows, then creating multiple instances of Excel makes sense. You can still split screen multiple spreadsheets within a single instance of Excel, but I find it cumbersome and not intuitive. Versions of Excel Before we get into details, you should determine which version of Excel you are using. If you have Office 2016 or Office 2013 installed, you don't have to worry because whenever you open a new workbook, it automatically creates a new instance of Excel. Only with Office 2010 and earlier do you have the single Excel instance issue. In this article, I'll mention the different ways you can get Excel to open different workbooks in different instances.

Multiple Instances of Excel Normally, you open Excel spreadsheets by either double-clicking on them in Explorer or by navigating to them from inside Excel. Using either of these two methods will result in the spreadsheets opening in a single instance of Excel. Method 1 – Start Menu The first way to get around this is to simply open the Start Menu and then click on the Excel shortcut. This will open a new instance of Excel automatically. Note that this will work in Windows 7, Windows 8 and Windows 10. If the Excel icon doesn't show up in the list of most used apps, you can just go to All Programs or All Apps and open it from there. Method 2 – Taskbar If you already have one instance of Excel open and the Excel icon is on your Windows taskbar, you can just press and hold the SHIFT key and then click on the taskbar icon and it'll open another instance. Note that you don't have actually have the Excel icon pinned to your taskbar. All you need to do is open one instance of Excel so that it shows up in the taskbar. Once there, you can hold down SHIFT and then click on the icon. Method 3 – Middle Button If you are using a mouse with a middle button or clickable scroll button, you can also just click that button to get a new instance without having to hold down any key. If you didn't already know, the scroll button can also be clicked like a button on pretty much every mouse. It's also worth noting that you can simply right-click on the Excel icon in the taskbar too and then click on Excel 20xx and it'll open a new instance. Method 4 – Run Command If Excel is missing from your desktop, Start Menu and taskbar, then you can still open a new instance of Excel by using the Run command. Just click on Start, type in Run and press Enter. Now just type in the word excel into the run box and click OK. Those are pretty much all the ways I could find for opening multiple instances of Excel. Now that you have your workbooks open in different instances of Excel, you can snap them to different parts of the screen. Luckily, I've already written about how you can split your screen in Windows XP, 7 and 8 and about the new split screen and snap features in Windows 10. Again, you don't need to worry about any of this if you are using Office 2013 or Office 2016 because they no longer open multiple workbooks in a single instance of Excel. It might also be a good reason to upgrade to a newer version of Office if you've been holding out. If you have any questions, feel free to comment. Enjoy! What's the difference between a table and a range of columns and rows on an Excel spreadsheet? How do I create and populate tables? And, once a table is created, how do we custom filter, format, and design those tables so they look professional in a report? We'll show you how it's done. What's the difference between a table and a range in an Excel spreadsheet? There's not much difference regarding the data. Both use columns (the database fields) and rows (the database records), and both can be sorted, filtered, calculated, custom formatted, and printed. Tables, however, have many additional benefits that regular spreadsheets lack. The biggest plus is the option to use data from multiple tables to create queries and reports. For example, say that TABLE ONE (Corp) has the company name, address, city, state, ZIP Code, and phone number; while TABLE TWO (Products) has the company name, product number, product name, price, inventory, discounts, etc.; and Table THREE (Orders) has the product number, number of products ordered, price, extended price, sales, tax, and totals. TABLE ONE (Corp) is "connected" to TABLE TWO (Products) by the unique field called "Company." TABLE TWO is connected to TABLE THREE (Orders) by the unique field called "Product Number." These are called "relationships" and save you from continually duplicating fields/data on three different spreadsheets (or tables). Because each company can have multiple products, and each product can have multiple orders, you really need three separate tables to accurately manage this type of data. We've provided this sample spreadsheet so you can follow along. For deeper dives, check out my earlier articles on creating relational tables and creating relational databases. How to create an Excel table 1. First, enter the field names in the columns across the top, and then enter some records/data in the rows under each column. You could also open a workbook that's already created and populated with data, or download the spreadsheet table we provided above. 2. Next, place your cursor anywhere inside the range you want to convert to a table. 3. Select INSERT > Table. 4. The Create Table dialog opens with the table range pre-selected. If this is wrong, enter (or point) to the correct range; however, if correct, check the box that says My Table Has Headers, then click OK. 5. Excel converts the range into a beautiful color table with dark blue column headers and alternating shades of blue on every other row for an easy "at a glance" view of your data. JD Sartain / IDG Worldwide Create an Excel table in two seconds In addition, notice that the filter feature is automatically applied, so sorting by a specific field is accomplished by a few clicks of the mouse. 6. For example, if you want to see which ski resorts get the most snow, click the down arrow beside the column/field called Average Annual Snowfall (inches). Select Sort Largest to Smallest, and it's done. You don't even have to click OK. Notice that Grand Targhee Ski Resort in Targhee, Wyoming tops the list with an annual snowfall of 500 inches. (And I can attest to that, because I have skied there many times. It also has the best powder skiing in the world.) JD Sartain / IDG Worldwide Use the Filter to sort + query the table for specific information Multiple sorts are also easy. What if you want to know which ski resorts in Colorado have the most skiable terrain? Or the most vertical feet? 7. Click the down arrow beside State field. Uncheck Select All, then check Colorado, and click OK. Notice that Excel shrinks the table so only the Colorado ski resorts are visible. Not to worry, the other ski resorts are still there. Once you change the State field back to Select All, the other ski resorts reappear. 8. Next, click the down arrow beside the field called Skiable Terrain. Select Largest to Smallest and it instantly sorts placing Vail at the top with 5,289 acres. 9. Now click the down arrow beside the field called Vertical Feet/Drop. Select Largest to Smallest again and it instantly sorts placing Telluride at the top with 4,425 feet. JD Sartain / IDG Worldwide Sort by State, then sort by Skiable Terrain + Vertical Feet 10. Next, let's add another field called Snowboards Welcome. Move your cursor to the blank column (L) at the far-right side of your table. Type the name of the new column in row 3 and notice that Excel adds the filtering and style format automatically. 11. It's also easy to add new records. Just move your cursor to the bottom of your table and enter a new record on the next available row; for example, enter Snowbird on row 17 and Alta on row 18. Excel formats the style as you type. NOTE: You can also add/insert or delete columns and rows using the HOME tab, Cells group, Insert or Delete buttons. JD Sartain / IDG Worldwide Easily add new columns & rows How to custom-design tables to look professional in a report You can easily change the colors and style of your table with just a few mouse clicks. 1. Move your cursor anywhere inside your table. 2. Select HOME > Styles > Styles Table and choose a style design from the large drop-down graphical list. 3. You can select New Table Style from the same drop-down list and customize your table design using the features provided in the New Table Style dialog window. 4. You can also customize the individual cells. Just select HOME > Styles> Cell Styles and choose an individual cell design from the large drop-down graphical list. JD Sartain / IDG Worldwide Select a custom style format for your new table.

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