Basic tasks in tables

Tables are diagrams which allow you to manage any amount of model data in a spreadsheet-like form. It is much easier to analyze a group of data in one place, especially when you can create new elements, add existing elements, edit their properties directly from the table, and paste data from the clipboard. This allows you to sort and filter data, show, hide, reorder columns, and clear or edit individual cells. Exporting tables into more commonly used file formats, such as *.html*, *.csv*, or *.xlsx*, makes it simple to share them with stakeholders.

> **Important**
>
> Each table row represents an element. Each column represents element properties. The column header and row number header are highlighted in grey when selecting single or multiple cells.

The following procedures provide the basic tasks to get you started working with all modeling tool tables:

- Creating an empty table
- Specifying the scope for the table
- Working with cells
- Working with columns
- Working with rows
- Hierarchy in tables
- Copying and pasting data
- Filtering table data
- Saving the filter criteria
- Exporting table

Related pages

- Table toolbars
- Table Criteria area
- Basic tasks in tables
- Generic table
- Glossary table
- Instance table
- Metric table

- Legends
- Creating diagrams
- Editing property values