

Excel® 2013 Data Analysis With Tables

List Range or Table?

Excel data can take the form of multicolumn lists containing contiguous combinations of text and numbers instead of the usual lists of numbers. They are referred to as list ranges. These list ranges can be sorted, filtered and analyzed. They can also be converted to Excel Tables and are referred to as Tables after conversion.

Excel Tables

Creating an Excel Table

Create Tables to easily format cells, apply formulas, and analyze the data with PivotTables or Power Views. Excel's intelligent formulas can use table-specific names of cell ranges.

1. Select the cells to convert. 
2. Choose **INSERT**, then **TABLE**. 
3. Modify the Table with **Formulas**: Select **MY TABLE HAS HEADINGS**, if it does. Headings are a row of headings at the top of each list range column. **SHOW ON**, if your Table does not have headings, Excel will create the headings "Column 1", "Column 2", etc.
4. The **TABLE TOOLS** ribbon tab will show when any cell of a Table is selected.
5. Avoid placing information to the left or right of the Table, as this may be hidden when the Table is shown.
6. You cannot create an Excel Table in a shared workbook. To create a Table, remove the worksheet from shared view (**REVIEW**, **UNSHARE WORKSHEETS**).

Adding or Deleting a Table Row or Column

1. **Click** where the row or column is to be inserted or deleted.
2. To add a column or column, choose **INSERT**, then **INSERT ROWS ABOVE** or **COLUMNS TO THE RIGHT**.
3. To delete a row or column, choose **REMOVE**, then **REMOVE TABLE ROWS** or **COLUMNS**.

Turning On/Off the Total Row

1. **Click** in the Table and choose **TABLE TOOLS**, **DESIGN**.
2. Check/uncheck **TOTAL ROW**, when checked, a total row is added with the last column, totaled.

Removing Duplications

To delete rows containing duplicated data:

1. Select the list range or Table. 
2. Choose **DATA**, then **REMOVE DUPLICATES**.
3. Select the **CHECK FOR DUPLICATES** to be considered. Data is considered duplicated if all selected columns for the affected rows to be deleted. For example, all rows will be removed for duplicate addresses found in a combination of checked address columns even if no unique names are all names.
4. **CLICK OK**, **CANCEL**.

To filter or copy unique rows, see **Using Advanced Filtering/Copying Filtered Data to Another Range**.

Using Table-Specifics in Formulas

Excel Tables can be referenced in formulas using Table-specific instead of specific coordinate references. E.g., **=HYPERLINK([Table1][@Name],[@Name])** the value of the cell in the [get] column of the Table row is the [Name] Table.

A reference can include the Table name and/or one or more specifics. Table Parts can be column specifics, such as **CH1**, or general (over) specifics such as **ROWS** for all data (the headers/headers). To combine column-specific data, use the column's reference, such as **Column 1**, Range from two or more columns, such as **=HYPERLINK([@Name]([@CH1]))** gives CH1, 1 to 2 data.

Converting a Table to a List Range

Some features, such as subtotals and shared workbooks, do not work with an Excel Table. To use these you must convert an Excel Table back to a list range.

1. **Click** in the Table.
2. Choose **TABLE TOOLS**, **DESIGN**,  then **CONVERT TO RANGE**.

Using a List Range for Sorting, Filtering, Subtotals, and PivotCharts

To sort, filter and filtering in a list range, the following is recommended:

- One range per sheet.
- Separate the range from other data with a blank row or column.
- The range must have contiguous rows or columns within.
- Row unique column headings in the first row.

PivotTables

Use PivotTables to analyze large amounts of data by grouping and summarizing the columns of a Table or list range. This resulting grid can be easily arranged to present critical data information.

Creating a PivotTable® or PivotChart® From Worksheet Data

1. **Click** on any cell within a list range or Table. If using a range, select the combinations of using a list range for Sorting, Filtering, Subtotals, and PivotTables.
2. Choose **INSERT**, **PIVOTTABLES**. 
3. To use a PivotTable with a PivotChart, choose **PIVOT CHART**. 
4. Convert the TABLE/Range selected and create the **PIVOT TABLE REPORT TO BE PLACED**. If choosing **EXISTING WORKSHEET**, specify the location of the top left cell where the PivotTable is to be placed. **CLICK OK**.
5. In the PivotTable Field pane, check the fields. Information you would like displayed in the selected table appear in the PivotTable and in the report section below the table. Drag fields to their appropriate report sections to ensure an accurate PivotTable grid of columns, rows and summarized data is created (see **Reorganizing a PivotTable**).

The **PIVOTTABLE TOOLS** ribbon tab will show when any cell of a PivotTable is selected.

Show/Hide the PivotTable Fields Pane

By default, the PivotTable Fields pane automatically shows when a cell in the PivotTable is selected, and hides when a new PivotTable is created. To hide/show the PivotTable Fields pane when a PivotTable is selected:

1. Select any PivotTable cell, and choose **PIVOTTABLE TOOLS**, **ANALYZE**, **FIELD LIST**. 

Adding/Removing a PivotTable Field

Click/Uncheck the field in the PivotTable Field pane.

Refreshing a PivotTable

To update the PivotTable after the data in the underlying list range or Table has changed:

1. **Click** within the PivotTable and choose **PIVOTTABLE TOOLS**, **ANALYZE**, then **REFRESH**. 

Reorganizing a PivotTable

1. Select any cell of a PivotTable.
2. In the bottom section of the PivotTable Field pane:
 - To interchange column and row headings (drag the labels between **COLUMNS** and **ROWS**).
 - To interchange one or more fields (drag the fields to END LIST).
 - To filter the entire PivotTable by one or more fields (drag the fields to FILTERS).

Adding a PivotChart to an Existing PivotTable

1. **Click** within an existing PivotTable and choose **PIVOTTABLE TOOLS**, **ANALYZE**, then **PIVOT CHART**. 
2. Choose the chart type and sub-type, then **CLICK OK**.
3. To move the chart to a separate sheet, **CLICK** in the chart, then choose **PIVOTTABLE TOOLS**, **DESIGN**, **MOVE CHART**. 
4. **CLICK OK**, then **CLICK OK**.

Changing the Summary Function

Right Click on any value, select **SUMMARY FUNCTION**, then select a calculation.

Changing How Values are Shown

To change how values are shown, such as a percentage of the grand total, or setting them relative to target (Right Click on any value, select **VALUE SHOWS AS**, then select a calculation).

Sorting and Filtering a PivotTable

1. **Click** the drop-down arrow of the PivotTable's **ROW LABELS** or **COLUMNS LABELS** heading.
2. To sort, select one of the sort-order in the top list, to sorting values:
 - a. Select **ASCENDING**, **DESCENDING**.
 - b. Choose **ASCENDING** or **DESCENDING**.
 - c. Select the value to sort by in the corresponding drop-down list.
 - d. **CLICK OK**.
3. To filter, uncheck **SELECT ALL** then check the desired items. Or, to filter a range:
 - a. **CLICK** either **LABELS**, or **VALUES FILTERS**.
 - b. **CLICK** one of the comparison operators.
 - c. Complete the filter conditions then **CLICK OK**, then filtering with **AutoFilter**.

Filtering PivotTables with Timelines

A Timeline provides a visually interactive way to quickly apply date filters to a PivotTable.

1. Select a PivotTable then choose **PIVOTTABLE TOOLS**, **ANALYZE**, then **TIMELINE**. 
2. Move the **PIVOTTABLE TIMELINE** using either the date or filter, then **CLICK OK**.
3. **Click** the active first-level drop menu (e.g., **MONTHS** and **SELECT YEARS**, **QUARTERS**, **MONTHS**, or **DAYS**).
4. (Drag) the timeline scroll bar to the desired time period then **CLICK** a period (e.g., **last** adjacent to the with **filter**) **CLICK** or (drag) the filter, or use the timeline function to adjust the date range or other date.
5. To clear a timeline then **CLICK** 
- To remove a Timeline then point to the corner, select the timeline filter, press **=Delete**.

Using a PivotTable to Analyze Multiple Data Sources

A PivotTable can only analyze one External Connection, but that Connection can refer to Excel's new Data Model, a connector for both external and internal data sources. All external data, whether a complex, either new external database or a simple internal workbook Table, is added to the Data Model as an Excel Table. Relationships between Data Model tables may need to be set to ensure related data can be accurately displayed within a PivotTable.

Adding Excel Workbook Tables to the Data Model

1. Choose **DATA**,  then the **FROM WORKBOOK** drop-down list, select **ADD TO THE DATA MODEL**.
2. Select the **TABLES** tab, select a Table, **CLICK OK**.
3. **CLICK OK**.
4. Repeat for additional Tables.

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Thomas Chester



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Douglas Montgomery's Introduction to Statistical Quality Control Brenda S. Ramirez, M.S., Jose G. Ramirez, Ph.D., 2018-10-04 Master Statistical Quality Control using JMP Using examples from the popular textbook by Douglas Montgomery Introduction to Statistical Quality Control A JMP Companion demonstrates the powerful Statistical Quality Control SQC tools found in JMP Geared toward students and practitioners of SQC who are using these techniques to monitor and improve products and processes this companion provides step by step instructions on how to use JMP to generate the output and solutions found in Montgomery s book The authors combine their many years of experience as passionate practitioners of SQC and their expertise using JMP to highlight the recent advances in JMP s Analyze menu and in particular Quality and Process Key JMP platforms include Control Chart Builder CUSUM Control Chart Control Chart XBar IR P NP C U UWMA EWMA CUSUM Process Screening Process Capability Measurement System Analysis Time Series Multivariate Control Chart Multivariate and Principal Components Distribution For anyone who wants to learn how to use JMP to more

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