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 free-for-all 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, add/fill formulas, and analyze the data with PivotTables or Power Views. Earlier to understand formulas can use table specifiers instead of cell ranges.

1. Select the cells to convert.
2. Choose INSERT, then TABLE.
3. Modify the Table area if required; select MY TABLE HAS HEADERS, if it does. Headers are a row of headings at the top of each List Range column. [Click] OK. If your Table does not have headers, Excel will create the headings "Column 1", "Column 2", etc.

- The TABLE TOOLS Ribbon tab will show when any cell of a Table is selected.
- Avoid placing information to the left or right of the Table, as this may be hidden when the Table is filtered.
- You cannot create an Excel Table in a shared workbook. To create a Table, remove the workbook from shared use (REVIEW, SHARE WORKBOOK).

Adding or Deleting a Table Row or Column

1. [Click] where the row or column is to be inserted or deleted.

- To add a row or column: Choose HOME, then INSERT TABLE ROWS ABOVE or COLUMNS TO THE LEFT.
- To delete a row or column: Choose HOME, then DELETE 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 Duplicates

To delete rows containing duplicated data:

1. Select the List Range or Table.
2. Choose DATA, then REMOVE DUPLICATES.
3. Select the COLUMNS to be evaluated. Data must be duplicated in 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 occupant names are different.
4. [Click] OK, [Click] OK.

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

Using Table Specifiers in Formulas

Excel Tables can be referenced in formulas using Table specifiers instead of specific cell/area references.

E.g., =VTOTAL([@Total]) or =[@Total] provides the value of the cell to the right (column of the Table) now in the VTOTAL Table.

A reference can include the Table name and/or one or more specifiers. Specifiers can be column specifiers (such as [Qty]), or special item specifiers such as #Data for all data (no headers/footers). To combine column specifiers, use adjacent operators, such as [Color]:[Range] for two or more columns.

E.g., =TRIM(INDEX([Qty]:[Price],2)) gives Qty, 2 for 2 Qty.

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, Convert to Range.
3. [Click] YES.

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

To use sorting 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 no blank rows or columns within.
- Have 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. The resulting grid can be easily re-arranged to pinpoint critical data relationships.

Creating a PivotTable® or PivotChart® From Worksheet Data

1. [Click] on any cell within a List Range or Table. If using a range, follow the recommendations of **Using a List Range for Sorting, Filtering, Subtotals, and PivotTables**.
2. Choose INSERT, PIVOTABLE.
   To add a PivotTable with a PivotChart, choose INSERT, PIVOTCHART.
3. Confirm the TABLE/RANGE selected, and CHOOSE WHERE YOU WANT THE PIVOTTABLE 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.
4. In the PivotTable Fields pane, check the fields (columns) you would like displayed. The selected fields appear in the PivotTable and in the layout section below the fields list. Drag fields to more appropriate layout sections to ensure an accurate PivotTable grid of columns, rows and summarized data is created (see **Rearranging a PivotTable**).

The PIVOTTABLE TOOLS Ribbon tabs 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 non-PivotTable cell is selected. 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

Check/uncheck the field in the PivotTable Fields 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.

Rearranging a PivotTable

1. Select any cell of a PivotTable.
2. In the bottom section of the PivotTable Fields pane:
   - To rearrange columns and row headings: Drag the fields between COLUMNS and ROWS.
   - To summarize one or more fields: Drag the fields to VALUES.
   - 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 PIVOTCHART.
2. Choose the chart type and subtype, then [Click] OK.
3. To move the chart to a separate sheet, [Click] the chart, then choose PIVOTCHART TOOLS, DESIGN, MOVE CHART, NEW SHEET, then [Click] OK.

Changing the Summary Function

Right-[Click] on any value, select SUMMARIZE VALUES BY, then select a calculation.

Changing How Values are Shown

To change how values are shown, such as a percentage of the grand total, or ranking from smallest to largest: Right-[Click] on any value, select SHOW VALUES AS, then select a calculation.

Sorting and Filtering a PivotTable

1. [Click] the drop-down arrow of the PivotTable's ROW LABELS or COLUMN LABELS heading.
2. To sort, select one of the sort options at the top. Or, to sort by Values:
   a. Select MORE SORT OPTIONS.
   b. Choose ASCENDING or DESCENDING.
   c. Select the value to sort by in the ascending/descending 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 LABEL or VALUE FILTERS.
   b. [Click] one of the comparison operators.
   c. Complete the filter statement and [Click] OK.
   (see **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 INSERT TIMELINE.
2. From the INSERT TIMELINES dialog select the Dates for filter, then [Click] OK.
3. [Click] the active time 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). Add adjacent filters with <Shift> [Click] or [Drag] the filter at one the timespan handles to adjust the date range on either side.
5. To clear a timeline filter, [Click].
- To remove a timeline filter, panel from the screen 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 relate the Excel's new Data Model, a combination for both external and internal data sources. All sources data, whether a complex, multi-row 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, Connections. From the ADD drop-down list, select ADD TO THE DATA MODEL.
2. Select the TABLES tab, select a Table, [Click] OPEN.
3. [Click] CLOSE.
4. Repeat for additional Tables.

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Terry C. Jones

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