

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 flow 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. Enter or enter formulas/formulas in range table (you can convert a list range).

1. Select the cells to convert.
2. Choose **INSERT**, then **TABLE**.
3. Modify the Table and Headers: Select **BY COLUMN** (NO 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.
4. The **TABLE TOOLS DESIGN** task pane 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 filtered.
6. You cannot create an Excel Table in a shared workbook. To create a Table, remove the worksheet from shared workbooks (WORKBOOKS > UNLOAD WORKBOOKS).

Adding or Deleting a Table Row or Column

1. **CLICK** when 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 LEFT**.
3. To add a row or column, Choose **INSERT**, then **INSERT ROWS BELOW** or **COLUMNS**.

Turning On/Off the Total Row

1. **CLICK** in the Table and choose **TABLE TOOLS DESIGN**.
2. Check/Uncheck **TOTAL ROWS** when **DESIGNED** a total row is added with the last column included.

Removing Duplicates

To delete rows containing duplicated data:

1. Select the list range or Table.
2. Choose **DATA**, then **REMOVE DUPLICATES**.
3. Select the **CHECK THESE** to be considered. Data is only kept if unique or if selected columns for the affected rows to be deleted. For example, all rows will be removed for duplicate addresses found in a combination of selected address columns even if occupant names are all Names.
4. **CLICK** OK, **OK**.

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

Using Table Specifiers in Formulas

Excel Tables can be referenced in formulas using Table specifiers instead of specific worksheet references.

E.g., **=HYPERLINK([TABLE1][@COLUMN1],[@COLUMN2])** gives the value of the cell in the first column of the Table row in the TABLE1 Table.

A reference can include the Table name and/or one or more specifiers. Table names can be selected separately, such as **GET1**, or merged into specifiers, such as **[@DATA]** for all data in the headers/rows. To combine column specifiers, use the colon operator, such as **COLUMN1: COLUMN2**, Range from two columns (columns).

E.g., **=HYPERLINK([@DATA][@COLUMN1: @COLUMN2])** gives **GET1**, if it is 1 data.

Converting a Table to a List Range

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

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

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 included row or column headers.
- Name 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 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. **FORMING** a range, below the recommendations of **Using a List Range for Sorting, Filtering, Subtotals, and PivotTables**.
2. Choose **INSERT**, **PIVOTTABLES**.
3. To set a PivotTable with a PivotChart, choose **PIVOTTABLE AND PIVOTCHART TASKPANE** (selected) and **CREATED WORKSHEET FROM WORKSHEET DATA** (REPORT TO BE PLACED IN) (showing **CREATE WORKSHEET**), specify the location of the top left cell where the PivotTable is to be placed. **CLICK** OK.
4. In the PivotTable task pane, check the fields (columns) you would like displayed in the selected table appear in the PivotTable and in the report table below the Selection. 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 DESIGN** task pane 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 you set in the PivotTable task pane, and hides when a new PivotTable cell is selected. To hide/show the PivotTable Fields pane when a new cell is selected:

1. Select any cell within cell, and choose **PIVOTTABLE TOOLS DESIGN**, then **PIVOTTABLE**.

Adding/Removing a PivotTable Field

Click/Click 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 DESIGN**, then **REFRESH**.

Reorganizing a PivotTable

1. Select any cell of a PivotTable.
2. In the bottom section of the PivotTable Fields pane:
 - To interchange column and row headings (drag the labels between **COLUMNS** and **ROWS**).
 - To rearrange one or more fields (drag the fields to **ROWS**).
 - 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 DESIGN**, then **PIVOTCHART**.
2. Choose PivotChart type and subtype, then **CLICK** OK.
3. To move the chart to a separate sheet, **CLICK** in the chart, then choose **PIVOTCHART TOOLS DESIGN** (MOVE CHART) then **MOVE**, 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 showing those smallest to largest: **Right-Click** on any value, select **FORMAT CELLS**, then select a calculation.

Sorting and Filtering a PivotTable

1. **CLICK** the spreadsheet area of the PivotTable's **ROWS** (LABELS) or **COLUMNS** (LABELS) heading.
2. To sort, select one of the commands in the top list, to sorting values:
 - a. Select **ASCENDING** or **DESCENDING**.
 - b. Choose **ASCENDING** or **DESCENDING**.
 - c. Select the value to sort by in the secondary/tertiary list shown in:
 - d. **CLICK** OK.
3. To filter, select **SELECT ALL** (uncheck the checked items), to filter a range:
 - a. **CLICK** either **LABELS** or **VALUES** (FILTERS).
 - b. **CLICK** one of the comparison operators.
 - c. Complete the filter command then **CLICK** OK, then filtering with **AutoFilter**.

Filtering PivotTables with Timeliness

A Timeliness provider is a specially designed way to quickly query data from a PivotTable.

1. Select a PivotTable then choose **PIVOTTABLE TOOLS DESIGN**, then **SELECT HEADINGS**.
2. Move the **SELECT HEADINGS** dialog until the data is shown, then **CLICK** OK.
3. **CLICK** the active first-level drop menu (e.g., **MONTHS** and select **YEAR**, **QUARTERS**, **MONTHS**, or **DAYS**).
4. Drag the timeliness tool bar to the desired time period then **CLICK** a period to add additional time with **DATE** (CLICK) or **DRAG** the time, or use the timeliness function to adjust the date range on either side.
5. To clear a timeliness filter, **CLICK**.
6. To remove a timeliness filter panel from the screen, select the timeliness filter, press **ESC**.

Using a PivotTable to Analyze Multiple Data Sources

A PivotTable can only analyze one External Connection, but that Connection can refer to Excel's Data Model, a connector for both external and internal data sources. An external data source is a complex, multi-row external database or a single internal worksheet Table. It 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 Workbooks Tables to Other Data Models

1. Choose **DATA**, then **CONNECT TO DATA MODEL**.
2. Select the **TABLES** tab, select a Table, **CLICK** **OK**.
3. **CLICK** **OK**.
4. Repeat for additional Tables.

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Exploring Microsoft Office 2003 Volume 1 Phit Tips Excel 2002 PRENTICE, Pearson Education Staff, 2003-04

Learning E-Commerce Nancy Stevenson, Nancy Muir, 2000

Excel Data Analysis Jinjer L. Simon, 2003 Essential for those who know basic Excel and want to explore the full potential of the program Teaches how to manipulate data to suit specific needs and achieve more by doing less work Self contained two page lessons featuring high resolution screen shots and minimal text show how to create custom functions retrieve data from databases use value chains and slice and pivot information from the Web with Excel s PivotTable utility Covers data analyzing techniques for statistical functions financial functions data sharing PivotTables and PivotCharts Solver and BackSolver

Cloud Storage Forensics Darren Quick, Ben Martini, Raymond Choo, 2013-11-16 To reduce the risk of digital forensic evidence being called into question in judicial proceedings it is important to have a rigorous methodology and set of procedures for conducting digital forensic investigations and examinations Digital forensic investigation in the cloud computing environment however is in infancy due to the comparatively recent prevalence of cloud computing Cloud Storage Forensics presents the first evidence based cloud forensic framework Using three popular cloud storage services and one private cloud storage service as case studies the authors show you how their framework can be used to undertake research into the data remnants on both cloud storage servers and client devices when a user undertakes a variety of methods to store upload and access data in the cloud By determining the data remnants on client devices you gain a better understanding of the types of terrestrial artifacts that are likely to remain at the Identification stage of an investigation Once it is determined that a cloud storage service account has potential evidence of relevance to an investigation you can communicate this to

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