

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 COLUMN** (above **ROWS**) 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 the **Total Row** box on **DESIGN**, 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 DUPLICATIONS**. 
3. Select the **COLS** (rows) to be considered. Data is checked for duplication of 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 found.
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 HYPERLINK Table).

A reference can include the Table name and/or one or more specifications. Table Parts can be column specifications, such as **CH1**, or general filter specifications, such as **WHERE** for all data (the headers/rows). To combine column specifications, use the **AND** operator, such as **Column 1 Range AND Column 2 Range** or **Column 1 Range AND Column 2 Range AND Column 3 Range**. E.g., **=HYPERLINK([Table1][@Name],[@Name])** gives **CH1**, **2** & **3** 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**. 
3. **CLICK** **NO**.

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 multiple 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 relationships.


Creating a PivotTable® or PivotChart® From Worksheet Data

1. **Click** on any cell within a list range or Table. If using a range, define the combinations of using a list range for Sorting, Filtering, Subtotals, and PivotTables.
2. Choose **INSERT**, **PivotTable**. 
3. To sort a PivotTable with a PivotChart, choose **SELECT PIVOTCHART**. 
4. Define the **TABLE/RANGE** selected and **CHOOSE WHERE THE REPORT IS PLACED** (in **CHOOSE WHERE TO PLACE**, 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 Fields 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 cell within a list range and choose **PivotTable TOOLS**, **ANALYZE**, **PIVOTVIEW**. 

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**, **ANALYZE**, 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 interchange one or more fields (drag the fields to **ROW** or **COL**).
 - To filter the entire PivotTable by one or more fields (drag the fields to **FILTER**).

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 sub-type, then **CLICK OK**.
3. To move the chart to a separate sheet, **Click** in the chart, then choose **PivotChart TOOLS**, **DESIGN**, **MOVE CHART** (on the **DESIGN** tab, then **MOVE CHART**). 

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, select **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**, (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 **SELECT TIMELINE**. 
2. Move the **SELECT TIMELINE** dialog with the date criteria, 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 to add additional time 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** **Filter**.
6. To remove a Timeline then point to the scroll bar, select the timeline filter, press **Alt+Delete**.

Using a PivotTable to Analyze Multiple Data Sources

A PivotTable can only analyze one database 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 **ADD** 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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Nancy Stevenson, Nancy Muir



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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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Paperbound Books in Print, 1991 Mastering Excel for Windows 95 Thomas Chester, 1995 The completely revised edition of Mastering Excel 5 provides comprehensive coverage of Excel for all levels of user with a special emphasis on new features highlighted by a special graphic in the margin More than 60 screened easy to find sidebar boxes throughout the book offer insider tips and more advanced information on complex Excel tasks and features Microsoft Works for the PC Robert Cowart, 1988 **Byte**, 1989-07

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Table of Contents Microsoft Analysis Reference Instructions Shortcuts

1. Understanding the eBook Microsoft Analysis Reference Instructions Shortcuts
 - The Rise of Digital Reading Microsoft Analysis Reference Instructions Shortcuts
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Analysis Reference Instructions Shortcuts
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Analysis Reference Instructions Shortcuts
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Analysis Reference Instructions Shortcuts
 - Personalized Recommendations
 - Microsoft Analysis Reference Instructions Shortcuts User Reviews and Ratings
 - Microsoft Analysis Reference Instructions Shortcuts and Bestseller Lists

5. Accessing Microsoft Analysis Reference Instructions Shortcuts Free and Paid eBooks
 - Microsoft Analysis Reference Instructions Shortcuts Public Domain eBooks
 - Microsoft Analysis Reference Instructions Shortcuts eBook Subscription Services
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6. Navigating Microsoft Analysis Reference Instructions Shortcuts eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Analysis Reference Instructions Shortcuts Compatibility with Devices
 - Microsoft Analysis Reference Instructions Shortcuts Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Analysis Reference Instructions Shortcuts
 - Highlighting and Note-Taking Microsoft Analysis Reference Instructions Shortcuts
 - Interactive Elements Microsoft Analysis Reference Instructions Shortcuts
8. Staying Engaged with Microsoft Analysis Reference Instructions Shortcuts
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Analysis Reference Instructions Shortcuts
9. Balancing eBooks and Physical Books Microsoft Analysis Reference Instructions Shortcuts
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Analysis Reference Instructions Shortcuts
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Analysis Reference Instructions Shortcuts
 - Setting Reading Goals Microsoft Analysis Reference Instructions Shortcuts
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Analysis Reference Instructions Shortcuts
 - Fact-Checking eBook Content of Microsoft Analysis Reference Instructions Shortcuts
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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