

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. **Check** OK. 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 filtered.
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/uncheck **TOTAL ROW** when **Design**, 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 **CHECKED** to be considered. Data marked for duplication or 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 Specifiers in Formulas

Excel tables can be referenced in formulas using table specifiers instead of specific coordinate references. E.g., **=HYPERLINK([table],[col])** returns the value of the cell in the [col] column of the table row in the [table] table.

1. References can include the table name and/or one or more specifiers. Table names can be column specifiers, such as **CH1**, or general table specifiers such as **WORKSHEET1** for all data (no headers/footers). To combine column specifiers, use the ampersand (&), such as **Col1: Range from first column**, such as **Col1: Range from first column**.
2. E.g., **=HYPERLINK([WORKSHEET1]!Col1, 1)** gives Col1, 1 in 1 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 contents 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, define 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. Define the **TABLE RANGES** selected and **CHOOSE WHERE THE DATA FOR 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.
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**, **FIELDLIST**. 

Adding/Removing a PivotTable Field

Click/Click 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 **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 **PIVOTTABLE TOOLS**, **DESIGN**, **MOVE CHART**. 
4. **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 **SELECTED FIELDS** along with the date timeline. 
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 to add additional time with **Timeline** **Click** or (drag) the line, or use the timeline function to adjust the date range or other date.
5. To clear a timeline then **Click** **Clear**.
6. To remove a timeline then point to the icon, select the timeline filter, press **Enter**.

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 framework 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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Dan Volitich, Gerard Ruppert



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Learning E-Commerce Nancy Stevenson, Nancy Muir, 2000

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