

# 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. **START 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 filtered.
6. You cannot create an Excel Table in a shared workbook. To create a Table, remove the workbook from shared use (**REVIEW**, **UNSHARE WORKBOOK**).

### 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 ROWS**, 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 MY DATA** to be evaluated. Data requiring 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 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 [Name] Table.

1. References can include the Table name and/or one or more specifics. Table Parts can be column specifics, such as **CH1**, or general ones, such as **ROWS** for all data (the headers/headers). To combine column-specific data, use the column's name, such as **Column Range from Row** or **column-column**, such as **ColumnRangeColumnColumn** gives **CH1, 2 to 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**, 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 relationships.

### 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 rows in a list range for **Sorting, Filtering, Subtotals, and PivotTables**.
2. Choose **INSERT**, **PIVOTTABLE**. 
3. To use a PivotTable with a PivotChart, choose **PIVOT CHART**. 
4. Convert the **TABLE/RANGE** 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 DESIGN** 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 PivotTable and choose **PIVOTTABLE TOOLS DESIGN**, then **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 DESIGN**, 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 DESIGN**, 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**, then **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 FROM DATA**), then select a calculation.

### Sorting and Filtering a PivotTable

1. **Click** the drop-down arrow of the PivotTable's **ROWS** labels or **COLUMNS** labels, then:
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 **VALUES**, or **VALUE 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 DESIGN**, then **SELECT TIMELINE**. 
2. Move the **SELECT TIMELINE** along with the data to 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 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 **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 **CONNECT TO EXISTING DATA SOURCE**, then **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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**Learning E-Commerce** Nancy Stevenson, Nancy Muir, 2000

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