

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. **MY TABLE HAS HEADINGS** is selected. 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 ROWS ABOVE** or **COLUMNS TO THE LEFT**.
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. When checked, a total row is added with the last column labeled.

Removing Duplications

To delete rows containing duplicated data:

1. Select the list range or Table. 
2. Choose **DATA**, then **REMOVE DUPLICATES**.
3. Select the **CONTAINS BLANKS** to be considered. Data marked as duplicated 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], [Table1][@Name])** 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 specifications. Specifications 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 **Column1, Range1:Range2** or **column:column**. E.g., **=HYPERLINK([@Name], [Table1][@Name])** gives **CH1**, 1 to 2 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 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 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 and/or 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, select the combinations of rows in a list range for **Sorting, Filtering, Subtotals, and PivotTables**.
2. Choose **INSERT**, **PIVOTTABLES**. 
3. To sort a PivotTable with a PivotChart, choose **SELECT PIVOTCHART**. 
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**, **FIELDLIST**. 
2. Check the **SHOW PIVOTTABLE FIELDS TASKPANE** box.

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 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 **ROW HEAD**).
 - 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 **PIVOTCHART TOOLS DESIGN**, **MOVE CHART**. 
4. Specify the sheet, 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 SHOWS AS**, then select a calculation).

Sorting and Filtering a PivotTable

1. **Click** the dropdown arrow of the PivotTable's **ROWS** labels or **COLUMNS** labels, then:
2. To sort, select one of the sort orders 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 secondary dropdown 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 **VALUES** 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 **SELECT TIMELINE**. 
2. Move the **SELECT TIMELINE** along with the data to filter, then **CLICK OK**.
3. **Click** the active timeline 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 (e.g., **Q1**) or **CLICK** the filter, or use the timeline function to adjust the date range or other data.
5. To clear a timeline then **CLICK** **Q1**.
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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KJ Lindholm-Leary



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Learning E-Commerce Nancy Stevenson, Nancy Muir, 2000

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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 legal liaison points within service providers

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