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Microsoft Excel 2013 Data Analysis With Tables Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Excel® 2013 Data Analysis With Tables

List Range or Table?
Excel data can be a table or a list range. A list range is a range of cells that contains data in a regular pattern. A table is a range of cells that contains data in a regular pattern and has a header row. Tables are easier to work with than list ranges.

Excel Tables
Creating an Excel Table
Excel Tables are easy to create and use. They are a great way to organize data and make it easier to analyze. To create a table, select the data you want to include in the table, then click the **Table** tab on the **Insert** ribbon and click **Table**. The **Create Table from Range of Data** dialog box will appear. Make sure the **My table has headers** checkbox is checked if you have a header row. Click **OK** to create the table.

Adding or Deleting a Table Row or Column
1. Click the **Table** tab on the **Insert** ribbon.
2. Click **Table** in the **Table Tools** ribbon.
3. Click **Insert Table Rows Above** or **Insert Table Rows Below** to add rows, or **Delete Table Rows Above** or **Delete Table Rows Below** to delete rows.

Turning On/Off the Total Row
1. Click the **Table** tab on the **Insert** ribbon.
2. Click **Table** in the **Table Tools** ribbon.
3. Click **Table** in the **Table Design** ribbon.
4. Check the **Table** checkbox in the **Table Design** ribbon.

Removing Duplicates
1. Select the data you want to check for duplicates.
2. Click the **Data** tab on the **Home** ribbon.
3. Click **Remove Duplicates** in the **Data Tools** group.
4. Check the **My data has headers** checkbox.
5. Click **OK** to remove the duplicates.

Using Table Specifications in Formulas
Excel Tables can be used in formulas. The **Table** function is used to refer to a table in a formula. For example, **=SUM(Table1[[#All]])** sums all the data in the table. The **Table** function is used to refer to a table in a formula. For example, **=SUM(Table1[[#All]])** sums all the data in the table.

Converting a Table to a List Range
1. Click the **Table** tab on the **Insert** ribbon.
2. Click **Table** in the **Table Tools** ribbon.
3. Click **Convert to Range** in the **Table Tools** ribbon.

Using a List Range for Sorting, Filtering, Subtotals, and PivotTables
To use a list range for sorting, filtering, subtotals, and pivot tables, you must first convert the table to a list range. To do this, click the **Table** tab on the **Insert** ribbon and click **Convert to Range**.

PivotTables
PivotTables are a powerful tool for analyzing data. They allow you to summarize large amounts of data in a few seconds. To create a pivot table, click the **PivotTable** button on the **Data** ribbon. The **Create PivotTable** dialog box will appear. Make sure the **Table** checkbox is checked. Click **OK** to create the pivot table.

Creating a PivotTable or PivotChart from Worksheet Data
1. Click the **PivotTable** button on the **Data** ribbon.
2. Click **PivotTable** in the **PivotTable** task pane.
3. Click **Table** in the **Table** list box.
4. Click **OK** to create the pivot table.

Adding a PivotChart to an Existing PivotTable
1. Click the **PivotTable** button on the **Data** ribbon.
2. Click **PivotChart** in the **PivotTable** task pane.
3. Click **Table** in the **Table** list box.
4. Click **OK** to create the pivot chart.

Changing the Summary Function
1. Click the **PivotTable** button on the **Data** ribbon.
2. Click **Table** in the **Table** list box.
3. Click **Options** in the **Table** list box.
4. Click **Summary Functions** in the **Table** list box.
5. Click the **Summary Functions** button in the **Table** list box.

Changing How Values are Shown
1. Click the **PivotTable** button on the **Data** ribbon.
2. Click **Table** in the **Table** list box.
3. Click **Options** in the **Table** list box.
4. Click **Table** in the **Table** list box.
5. Click **Table** in the **Table** list box.

Sorting and Filtering a PivotTable
1. Click the **PivotTable** button on the **Data** ribbon.
2. Click **Table** in the **Table** list box.
3. Click **Options** in the **Table** list box.
4. Click **Table** in the **Table** list box.
5. Click **Table** in the **Table** list box.

Filtering PivotTables with Timelines
1. Click the **PivotTable** button on the **Data** ribbon.
2. Click **Table** in the **Table** list box.
3. Click **Options** in the **Table** list box.
4. Click **Table** in the **Table** list box.
5. Click **Table** in the **Table** list box.

Using a PivotTable to Analyze Multiple Data Sources
1. Click the **PivotTable** button on the **Data** ribbon.
2. Click **Table** in the **Table** list box.
3. Click **Options** in the **Table** list box.
4. Click **Table** in the **Table** list box.
5. Click **Table** in the **Table** list box.

Adding Excel Workbook Tables to the Data Model
1. Click the **PivotTable** button on the **Data** ribbon.
2. Click **Table** in the **Table** list box.
3. Click **Options** in the **Table** list box.
4. Click **Table** in the **Table** list box.
5. Click **Table** in the **Table** list box.



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use tables, PivotTables, sorting and filtering features in Microsoft Office Excel 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: List Range or Table? Excel Tables: Creating an Excel Table, Adding or Deleting a Table Row or Column, Turning On/Off the Total Row, Removing Duplicates, Using Table Specifiers in Formulas, Converting a Table to a List Range, Using a List Range for Sorting, Filtering, Subtotals, and PivotTables. PivotTables: Creating a PivotTable or PivotChart from Worksheet Data, Show/Hide the PivotTable Fields Pane, Adding/Removing a PivotTable Field, Refreshing a PivotTable, Rearranging a PivotTable, Adding a PivotChart to an Existing PivotTable, Changing the Summary Function, Changing How Values are Shown, Sorting and Filtering a PivotTable, Filtering PivotTables with Timelines, Using a PivotTable to Analyze Multiple Data Sources, Adding Excel Workbook Tables to the Data Model, Adding External Data to the Data Model, Defining Relationships Across Multiple Tables, Creating a New PivotTable to Analyze Multiple Data Model Tables, Adding Tables and Fields to an Existing PivotTable, Advanced Data Analysis, Creating a Power View Sheet, Adding a Visualization to Power View. Sorting & Filtering a Table or List Range: Basic Sorting, Complex Sorting, Filtering and Advanced Filtering, Show/Hide AutoFilter, Filtering with AutoFilter. Advanced Filtering: Criteria for Advanced Filters, Using Advanced Filters/Copying Filtered Data to Another Range, Selecting/Ordering Columns, Clearing Filtering and Sorting, Subtotals. This guide is one of multiple titles available for Excel 2013: Excel 2013 Introduction (ISBN 978-1936220762); Excel 2013 Functions & Formulas (ISBN 978-1936220779); Excel 2013 Data Analysis with Tables.

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Customer Reviews

Great for beginners and intermediate users. Some new stuff I learned and for the items that I already knew about it is great practice to learn where everything is at on my Surface Pro 2, using Microsoft Office 365. Going from Office 2003 and 2007 to 2013 Office 365 can be a shock for some. Because it doesn't cost that much I felt it was worth it for me. Obviously for those of you who have more experience you shouldn't even be looking at this page.

Great for a handy desk cheat sheet! Has many of those once in a while used items that you don't always remember. It is also a great tool when upgrading to the 2013 software as the layout has changed slightly.

Excellent and handy guide to making reports with basic info available in a handy sheet. I keep all my Beezix in a notebook for easy access and use them quite a bit.

Compact Excel reference source. After I purchased this Beezix item, I wanted ALL of them.

Awesome reference guide. Professor allows access to open book, notes, & computer for exams (Normally means the exams are incredibly more difficult & they are) and this made life a breeze. Thank you!

If you msut make tables then you need a reference sheet. The only drawback is that you can't put it in your binder rings. You must have a sleeve to place it in.

Just what a "newby" to the new Office suite needs! Very quick delivery too!!

Purchased for my daughter for use in her new job, and she states it's a great help!

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