Excel® 2013 Data Analysis With Tables

Use Ranges or Tables?

Excel tables can offer the best of both worlds for working with groups of related data. Tables have many features that are not available for cell ranges. Many Excel features can be applied to tables and ranges. Some Excel features can be applied to tables but not to ranges. Many Excel features can be applied to ranges but not to tables. This guide describes features that can be applied to tables and ranges, and features that can be applied to tables but not to ranges.

Excel Tables

Creating an Excel Table

Excel Tables (or Lists) format cells, add AutoFilters, and simplify the tasks of working with groups of related data. Excel Tables can also provide automatic total rows, banded rows, and more.

1. Select the cells to convert.
2. Choose Insert, Table.
3. Verify the Table data/Categories option and Table range. If the data includes column names, select My table has headers. Click OK. A Table Style, and Insert Slicers, Total and Resize Table buttons appear. Each column header has an AutoFilter.

- Use Table Tools Design and Table Styles to change the Table's appearance.
- Use Table Tools Design, Convert, Convert to Range to convert a Table to a range.

Adding or Deleting a Table Row or Column

1. Select where the new or replace to be the insertion or removal.
2. To add a row or column, choose Home, Insert, Insert Sheet Rows/Insert Sheet Columns, or right-click the selection and choose Insert.

- To delete a row or column, choose Home, Delete, Delete Sheet Rows/Delete Sheet Columns.

Working with Multiple Rows or Columns

1. Click or drag to select the rows or columns to be inserted or removed.
2. Choose Insert, Insert Sheet Rows/Insert Sheet Columns, or right-click the selection and choose Insert.

Removing Duplicates

To remove duplicate rows from a Table or range:

1. Select the Table or range.
2. Choose Data, Remove Duplicates.
3. Select the columns to be examined. Clear columns that should not be examined. Click OK. Excel removes duplicate rows and displays a message indicating how many duplicate rows were removed and how many unique rows remain.

- Click Undo to restore the duplicate rows.

Using Table Specifiers in Formulas

Excel Tables use the keywords or specifiers with Table names to refer to specific Table elements.

For example, =SUM(Sales[Amount]) calculates the sum of the cells in the Sales column of the Table named Sales.

Specifiers can include the Table name, column names, and special items such as #Totals and #Data. Specifiers can be combined with operators such as : (colon) and , (comma). For example, =SUM(Sales[#Totals],Sales[#Data]) calculates the sum of the Totals and Data rows in the Sales Table.

Specifiers can include the Table name, column names, and special items such as #Totals and #Data. Specifiers can be combined with operators such as : (colon) and , (comma). For example, =SUM(Sales[#Totals],Sales[#Data]) calculates the sum of the Totals and Data rows in the Sales Table.

Converting a Table to a List Range

1. Click in the Table.
2. Choose Table Tools Design, Convert, Convert to Range.
3. Click OK.

Using a List Range for Sorting, Filtering, Subtotals, and More

To use sorting and filtering in a List Range, the following is recommended:

- Use column labels.
- Remove any blank rows or columns within the List Range.
- Place other data on the worksheet above or below the List Range.

PivotTables

PivotTables let you summarize large amounts of data by grouping and summarizing the contents of a Table or List Range. The resulting grid can be easily reorganized to compare various data relationships.

Creating a PivotTable or PivotChart from Worksheet Data

1. Ensure the data you'll analyze is in a Table or List Range. Create a unique column for each field you want to use. Remove any blank rows or columns.
2. Choose Insert, PivotTable.
3. To create a PivotChart, click the PivotChart button.
4. In the PivotTable/PivotChart from table or range dialog box, verify the Table/Range and Use this workbook's Data Model options. Choose the location for the PivotTable/PivotChart. Click OK.

Changing the PivotTable Fields Pane

By default, the PivotTable Fields pane appears when you select a cell in the PivotTable. If the PivotTable Fields pane is not displayed, click any cell in the PivotTable. To display the PivotTable Fields pane when a cell is not selected, click the PivotTable Tools Analyze tab, Field List.

- Select and deselect fields and areas.

Adding, Removing, & Positioning Fields

Choose fields in the PivotTable Fields pane.

Refreshing a PivotTable

To update the PivotTable after the data in the corresponding Table or Range has changed:

1. Click within the PivotTable and choose PivotTable Tools Analyze, Refresh.

Rearranging a PivotTable

1. Select any cell in a PivotTable.
2. In the bottom section of the PivotTable Fields pane:
   - To rearrange fields, drag and drop them through the Report, Column, Row, and Values areas.
   - To remove a field, drag the field off the PivotTable.
   - To add a field, drag it from the Report, Column, Row, or Values area.

Adding a PivotChart to an Existing PivotTable

1. Click within an existing PivotTable and choose PivotTable Tools Analyze, PivotChart.
2. Choose the chart type and category. Click OK.
3. To move the PivotChart to a separate sheet:
   a. Select the PivotChart.
   b. Choose Design, Move Chart.
   c. Select New sheet. Click OK.

Changing the Summary Function

Right-click any value, select Summarize Values By, then select a summary.

Changing How Values are Shown

To change how values are shown, such as a percentage of the grand total, or showing the difference between two items, right-click any value, select Show Values As, then select a calculation.

Sorting and Filtering a PivotTable

1. Click the drop-down arrow of the PivotTable's Row Labels or Column Labels field heading.
2. To sort, select one of the commands at the top:
   a. Select Sort A to Z.
   b. Choose Sort Smallest to Largest.
   c. Select the option to sort by the corresponding/descending value. Click OK.
3. To filter, uncheck the (Select All) box. Check the desired items. Click the OK button.

- Choose Clear Filter from Report Filter.
- Choose Clear Filter from Column Label or Row Label.
- Choose Clear Filter from Value Filters.
- Choose Clear Filter from Label Filters.

Rearranging PivotTables with Timelines

1. To add a timeline, choose PivotTable Tools Analyze, Insert Timeline. Select the date fields. Click OK.
2. Click and drag the timeline to the desired location.
3. To change the timeline's size, click and drag the timeline's edges.
4. To change the timeline's time period, click the time period selector and drag the bars to the desired time period.

- To clear a timeline filter, click the Clear Filter button.
- To remove a timeline, click and press Delete.

Linking a PivotTable to Another PivotTable, Chart, or Cube Formula

To create a PivotTable, PivotChart, or cube formula that refers to a PivotTable, click the desired location in the destination PivotTable, chart, or cube formula. Then click the source PivotTable.

Adding Slicer Worksheet Filters for One Field or Object

1. Choose Insert, Slicer. Select the desired fields. Click OK.
2. Select the fields or cells, select a Table, and click Slicer.
3. Click Slicer.
4. Repeat for additional fields.

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