

# Excel 2013 Data Analysis With Tables

## Using Ranges for Sorting

Excel tables can filter the data and sort it. You can sort data by column or by row. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells.

## Excel Tables

### Creating an Excel Table

Excel tables can filter the data and sort it. You can sort data by column or by row. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells.

1. Select the data range.
2. Click the **Formulas** tab on the ribbon.
3. Click the **Table** button in the **Tables** group.
4. In the **Create Table** dialog box, make sure the **My Table Has Headers** checkbox is selected.
5. Click the **OK** button.
6. The table is created. You can now sort the data by column or by row.
7. To sort the data by column, click the **Table** button in the **Tables** group, and then click the **Sort** button.
8. In the **Sort** dialog box, select the column you want to sort by.
9. Click the **OK** button.

### Sorting an Existing Table from an External Source

1. Click the **Formulas** tab on the ribbon.
2. Click the **Table** button in the **Tables** group.
3. In the **Table** dialog box, click the **Sort** button.
4. In the **Sort** dialog box, select the column you want to sort by.

### Sorting Data from Other Tables

1. Click the **Formulas** tab on the ribbon.
2. Click the **Table** button in the **Tables** group.

### Formatting Tables

1. Select the table.
2. Click the **Design** tab on the ribbon.
3. Click the **Table Styles** button in the **Table Styles** group.
4. In the **Table Styles** task pane, select a table style.
5. Click the **OK** button.

### Using Table Specifications in Formulas

1. Select the table.
2. Click the **Formulas** tab on the ribbon.
3. Click the **Table** button in the **Tables** group.
4. In the **Table** dialog box, click the **Table** button.
5. In the **Table** dialog box, select the table you want to use.
6. Click the **OK** button.

## Sorting a Table by a Single Column

Excel tables can filter the data and sort it. You can sort data by column or by row. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells.

## Sorting a Table by Multiple Columns

1. Select the table.
2. Click the **Formulas** tab on the ribbon.
3. Click the **Table** button in the **Tables** group.
4. In the **Table** dialog box, click the **Table** button.
5. In the **Table** dialog box, select the columns you want to sort by.
6. Click the **OK** button.

## Filtering a Table

Excel tables can filter the data and sort it. You can sort data by column or by row. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells.

## Creating a PivotTable from a PivotTable

1. Select the data range.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.
4. In the **Create PivotTable** dialog box, select the data range.
5. Click the **OK** button.
6. The pivot table is created. You can now sort the data by column or by row.
7. To sort the data by column, click the **PivotTable** button in the **PivotTables** group, and then click the **Sort** button.
8. In the **Sort** dialog box, select the column you want to sort by.
9. Click the **OK** button.

## Sorting a PivotTable by a Single Column

1. Select the pivot table.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.
4. In the **PivotTable** dialog box, click the **Table** button.
5. In the **PivotTable** dialog box, select the column you want to sort by.
6. Click the **OK** button.

## Sorting a PivotTable by Multiple Columns

1. Select the pivot table.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.
4. In the **PivotTable** dialog box, click the **Table** button.
5. In the **PivotTable** dialog box, select the columns you want to sort by.
6. Click the **OK** button.

## Formatting a PivotTable

1. Select the pivot table.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.
4. In the **PivotTable** dialog box, click the **Table** button.
5. In the **PivotTable** dialog box, select the table you want to use.
6. Click the **OK** button.

## Adding a PivotTable to an Existing Table

1. Select the data range.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.
4. In the **Create PivotTable** dialog box, select the data range.
5. Click the **OK** button.

## Changing the Summary Functions

Excel tables can filter the data and sort it. You can sort data by column or by row. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells.

## Changing Table Styles and Colors

Excel tables can filter the data and sort it. You can sort data by column or by row. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells. You can sort data by the values in the cells, by the text in the cells, or by the color of the cells.

## Sorting and Filtering a PivotTable

1. Select the pivot table.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.
4. In the **PivotTable** dialog box, click the **Table** button.
5. In the **PivotTable** dialog box, select the table you want to use.
6. Click the **OK** button.

## Formatting PivotTables with Functions

1. Select the pivot table.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.
4. In the **PivotTable** dialog box, click the **Table** button.
5. In the **PivotTable** dialog box, select the table you want to use.
6. Click the **OK** button.

## Using a PivotTable to Analyze Multiple Data Sources

1. Select the data range.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.
4. In the **Create PivotTable** dialog box, select the data range.
5. Click the **OK** button.

## Adding a PivotTable to an Existing Table

1. Select the data range.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.
4. In the **Create PivotTable** dialog box, select the data range.
5. Click the **OK** button.

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