

# MICROSOFT OFFICE 2013 E S S E N T I A L S



The most powerful spreadsheet app. Automated suggestions for creating charts, totals, and pivot tables make pivot tables easier beginners. New FlashFill feature saves manual labor by creating columns of data on the basis of examples you type in.

In Excel 2010, you installed the Power Pivot for Excel 2010 add-in so that you could import and relate large amounts of data from multiple sources.

In Excel 2013, much of that functionality, including the infrastructure that supports it, is built directly into the Data Model in Excel. Without installing a separate add-in, you can now:

- Import millions of rows from multiple data sources.
- Create relationships between data from different sources, and between multiple tables in a PivotTable.
- Create implicit calculated fields (previously called 'measures') – calculations created automatically when you add a numeric field to the Values drop zone of the Field List.
- Manage data connections.

Thus all Excel users can now build data models, which they can use as the basis for PivotTables, PivotCharts, and Power View reports. Excel automatically loads data into the in-memory analytics engine, which used to be available only with the Power Pivot add-in. The data model in Excel has other advantages:

- Processing data is fast.
- Data is highly compressed, creating a file of manageable size.
- Data is saved inside the Excel workbook, so it's portable.

The Power Pivot add-in is available, too, and provides more advanced modeling capabilities for more experienced data modelers.

The Power Pivot in Microsoft Excel 2013 add-in, which connects to the same data model, provides a richer modeling environment that allows more experienced users to enhance their models.

With the Power Pivot in Microsoft Excel 2013 add-in you can:

- Filter data when importing. You can import data in both Excel and Power Pivot, but when importing data in Power Pivot, you can filter out unnecessary data to import just a subset.
- Rename tables and columns as you import data in Power Pivot.
- Manage the model and create relationships using drag and drop in the Diagram View.
- Apply formatting (to be used in Power View and PivotTable reports).
- Define your own calculated fields to use throughout a workbook.
- Define key performance indicators (KPIs) to use in PivotTables.
- Create user-defined hierarchies to use throughout a workbook.
- Define perspectives.
- Author your own calculations by writing advanced formulas that use the Data Analysis Expressions (DAX) expression language.
- Use other more advanced data and modeling operations.



# Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing

**Arturo Cuomo**



**Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing:**

This book delves into Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing. Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
    - Chapter 1: Introduction to Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing
    - Chapter 2: Essential Elements of Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing
    - Chapter 3: Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing in Everyday Life
    - Chapter 4: Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing in Specific Contexts
    - Chapter 5: Conclusion
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  3. In chapter 2, this book will delve into the foundational concepts of Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing. This chapter will elucidate the essential principles that need to be understood to grasp Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing in its entirety.
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  5. In chapter 4, the author will scrutinize the relevance of Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing in specific contexts. The fourth chapter will explore how Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, this book will draw a conclusion about Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing. This chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Office 2013 Essentials Speedy Study Guides Speedy Publishing.

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