

The book was found

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 and is not a table. A table is a range of cells that contains data and is a table. The difference between a list range and a table is that a table has a header row and a filter row. To convert a list range to a table, use the Table tool on the ribbon. To convert a table to a list range, use the List Range tool on the ribbon.

Excel Tables
Creating an Excel Table
Excel Tables 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 tool on the ribbon. The Table tool will create a table with a header row and a filter row. You can also create a table from a range of cells that is already formatted as a table.

Adding or Deleting a Table Row or Column
1. Click the Table tool on the ribbon. 2. Click the Add Row or Column button. 3. Click the Add Row or Column button. 4. Click the Add Row or Column button.

Turning On/Off the Total Row
1. Click the Table tool on the ribbon. 2. Click the Total Row button. 3. Click the Total Row button. 4. Click the Total Row button.

Removing Duplicates
1. Select the data you want to check for duplicates. 2. Click the Data tool on the ribbon. 3. Click the Remove Duplicates button. 4. Click the Remove Duplicates button.

Using Table Specifications in Formulas
Excel Tables can be used in formulas to make it easier to work with data. To use a table in a formula, use the Table tool on the ribbon. The Table tool will create a table with a header row and a filter row. You can also use a table in a formula to refer to a specific row or column in the table.

Converting a Table to a List Range
1. Click the Table tool on the ribbon. 2. Click the List Range button. 3. Click the List Range button.

Using a List Range for Sorting, Filtering, Subtotals, and PivotTables
1. Select the list range. 2. Click the Sort, Filter, Subtotal, or PivotTable tool on the ribbon. 3. Click the Sort, Filter, Subtotal, or PivotTable tool on the ribbon.

PivotTables
PivotTables are a great way to analyze data and make it easier to understand. To create a pivot table, select the data you want to include in the pivot table, then click the PivotTable tool on the ribbon. The PivotTable tool will create a pivot table with a header row and a filter row. You can also create a pivot table from a range of cells that is already formatted as a pivot table.

Creating a PivotTable or PivotChart from Worksheet Data
1. Select the data you want to include in the pivot table or pivot chart. 2. Click the PivotTable or PivotChart tool on the ribbon. 3. Click the PivotTable or PivotChart tool on the ribbon.

Using a List Range for Sorting, Filtering, Subtotals, and PivotTables
1. Select the list range. 2. Click the Sort, Filter, Subtotal, or PivotTable tool on the ribbon. 3. Click the Sort, Filter, Subtotal, or PivotTable tool on the ribbon.

Adding a PivotChart to an Existing PivotTable
1. Click the PivotTable tool on the ribbon. 2. Click the Add Chart button. 3. Click the Add Chart button.

Changing the Summary Function
1. Click the PivotTable tool on the ribbon. 2. Click the Summary Functions button. 3. Click the Summary Functions button.

Changing How Values are Shown
1. Click the PivotTable tool on the ribbon. 2. Click the Show Values In button. 3. Click the Show Values In button.

Sorting and Filtering a PivotTable
1. Click the PivotTable tool on the ribbon. 2. Click the Sort or Filter button. 3. Click the Sort or Filter button.

Filtering PivotTables with Timelines
1. Click the PivotTable tool on the ribbon. 2. Click the Timeline button. 3. Click the Timeline button.

Using a PivotTable to Analyze Multiple Data Sources
1. Click the PivotTable tool on the ribbon. 2. Click the Get External Data button. 3. Click the Get External Data button.

Adding Excel Workbook Tables to the Data Model
1. Click the PivotTable tool on the ribbon. 2. Click the Add Data Source button. 3. Click the Add Data Source button.



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.

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc. (April 17, 2013)

Language: English

ISBN-10: 1936220784

ISBN-13: 978-1936220786

Product Dimensions: 10.5 x 8.3 x 0.1 inches

Shipping Weight: 2.4 ounces (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 stars [See all reviews](#) (34 customer reviews)

Best Sellers Rank: #26,715 in Books (See Top 100 in Books) #19 in [Books > Computers &](#)

Technology > Software > Microsoft > Microsoft Excel #28 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office #8200 inÂ Books > Reference

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!

[Download to continue reading...](#)

Microsoft Excel 2013 Data Analysis with Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Intermediate Quick Reference: Paragraphs, Tabs, Columns, Tables & Pictures (Cheat Sheet of Instructions, Tips &

Shortcuts - Laminated Card) Microsoft Excel 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2013 Quick Reference Guide: Managing Complexity (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2013 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Edge and Internet Explorer 11 for Windows 10 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Windows Vista Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Windows XP Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft SharePoint 2010 Quick Reference Guide: Introduction (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2007 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2010 Quick Reference Guide: Managing Complexity (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Formatting Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft SharePoint 2010 Web Apps Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Windows 7 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Mac OS X Lion Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

[Dmca](#)