

The book was found

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

**Excel<sup>®</sup> 2013 Data Analysis With Tables**

**List Range or Table?**  
Excel data can be a fraction of what you need for analysis. To get the full picture, you need to use a List Range or Table. These ranges can be used to filter, sort, and analyze data. They can also be used to create PivotTables and PivotCharts. To learn more, see the following sections.

**Excel Tables**  
**Creating an Excel Table**  
Excel Tables can be used to format data, create formulas, and analyze the data with PivotTables or PivotCharts. Excel Tables can be created from a range of cells or from a range of data.

- Select the cells to convert.
- Click **INSERT**, then **TABLE**.
- Click the **Table** tab in the ribbon. Select **TABLE** and **DESIGNS**. In the **Table** group, click **Convert to Table**. In the **Table** dialog box, click **OK**. If you have a table with a header row, click **Yes** in the **Table** dialog box. If you have a table with multiple columns, click **Yes** in the **Table** dialog box. If you have a table with multiple rows, click **Yes** in the **Table** dialog box.

**Adding or Deleting a Table Row or Column**

- Click the **Table** tab in the ribbon. In the **Table** group, click **Insert** or **Delete**.
- Click **Table** in the ribbon. In the **Table** group, click **Insert** or **Delete**.

**Turning On/Off the Total Row**

- Click the **Table** tab in the ribbon. In the **Table** group, click **Table**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Removing Duplicates**  
To remove duplicates from a table, use the following steps:

- Select the table.
- Click **DATA**, then **REMOVE DUPLICATES**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Using Table Specifiers in Formulas**  
Excel Tables can be used to create formulas. To use a table specifier in a formula, use the following steps:

- Click **FORMULAS**, then **FORMULAS**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Converting a Table to a List Range**  
To convert a table to a list range, use the following steps:

- Click **DATA**, then **CONVERT TO RANGE**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Using a List Range for Sorting, Filtering, Subtotals, and PivotTables**  
To use a list range for sorting, filtering, subtotals, and PivotTables, use the following steps:

- Click **DATA**, then **SORT**.
- Click **DATA**, then **FILTER**.
- Click **DATA**, then **SUBTOTALS**.
- Click **DATA**, then **PIVOTTABLES**.

**PivotTables**  
PivotTables can be used to analyze data. To create a PivotTable, use the following steps:

- Click **DATA**, then **PIVOTTABLES**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Adding a PivotChart to an Existing PivotTable**

- Click **DATA**, then **PIVOTCHARTS**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Changing the Summary Function**  
To change the summary function of a PivotTable, use the following steps:

- Click **DATA**, then **PIVOTTABLES**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Changing How Values are Shown**  
To change how values are shown in a PivotTable, use the following steps:

- Click **DATA**, then **PIVOTTABLES**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Sorting and Filtering a PivotTable**

- Click **DATA**, then **PIVOTTABLES**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Filtering PivotTables with Timelines**

- Click **DATA**, then **PIVOTTABLES**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Adding/Removing a PivotTable Field**

- Click **DATA**, then **PIVOTTABLES**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Refreshing a PivotTable**

- Click **DATA**, then **PIVOTTABLES**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Rearranging a PivotTable**

- Click **DATA**, then **PIVOTTABLES**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.

**Adding Excel Workbook Tables to the Data Model**

- Click **DATA**, then **DATA MODEL**.
- Click **Table** in the ribbon. In the **Table** group, click **Table**.



## 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](#)