

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

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.

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