

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 Style** button in the **Table Styles** group.
4. In the **Table Style** gallery, select a 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 Table

1. Select the table.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.
4. In the **PivotTable** dialog box, select the table you want to use.
5. Click the **OK** button.
6. The PivotTable is created.
7. Click the **Formulas** tab on the ribbon.
8. Click the **PivotTable** button in the **PivotTables** group.
9. In the **PivotTable** dialog box, select the table you want to use.
10. Click the **OK** button.

Formatting a PivotTable

1. Select the PivotTable.
2. Click the **Design** tab on the ribbon.
3. Click the **PivotTable Style** button in the **PivotTable Styles** group.
4. In the **PivotTable Style** gallery, select a style.
5. Click the **OK** button.

Adding a PivotTable to a Worksheet

Adding a PivotTable to a Worksheet

1. Select the table.
2. Click the **Formulas** tab on the ribbon.
3. Click the **PivotTable** button in the **PivotTables** group.

Formatting a PivotTable

1. Select the PivotTable.
2. Click the **Design** tab on the ribbon.
3. Click the **PivotTable Style** button in the **PivotTable Styles** group.
4. In the **PivotTable Style** gallery, select a style.
5. Click the **OK** button.

Adding a PivotTable to an Existing Worksheet

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

Changing the PivotTable Fields

Changing the PivotTable Fields

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

Sorting and Filtering a PivotTable

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

Formatting PivotTables with Functions

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

Using a PivotTable to Analyze Data

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

Adding a PivotTable to a Worksheet

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

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**Gary B. Shelly, Thomas J.
Cashman, James S. Quasney**



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