

# Excel® Tables, PivotTables & Charts

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## Quick Reference Guide

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### Excel Tables

#### Understanding Lists and Tables

In Excel, a **list** (or **list range**) is a simple arrangement of data in a single column or multiple adjacent columns. It consists of rows and columns, where each row represents a separate record or entry, and each column represents a different attribute or piece of information related to that record. They are like miniature spreadsheets within an existing Excel worksheet and are suitable for basic data organization and analysis. They can be sorted, filtered and analyzed, and can also be converted into Excel tables, which are similar to lists, but offer additional features that make managing and analyzing a set of related data easier.

Excel tables are useful for managing large datasets, performing complex calculations, and creating visualizations. Key features of Excel tables:

**Header row:** By default, tables have a header row with filtering enabled so you can filter or sort data quickly.

**Banded rows:** Tables have alternate shading (banding) in rows to help better visualize data.

**Calculated columns:** A formula entered into the first table row is automatically copied down and applied to all other cells in that table column.

**Total row:** When a total row is added to a table, Excel adds an AutoSum drop-down to select from functions like SUM, AVERAGE, and COUNT. Once selected, the table automatically converts it to a SUBTOTAL function, ignoring rows that have been hidden with a filter, by default. To include hidden rows in calculations, you can change the SUBTOTAL function arguments.


**Sizing handle:** Tables include a sizing handle in the lower-right corner to change the size, as desired.

#### Creating an Excel Table

##### Guidelines to create problem-free tables:

1. Organize data in columns and rows, with each row containing information about one record.
2. Enter unique column headers into the first row.
3. Each column should include only one type of data, such as text, currency, or dates.
4. If possible, include a unique identifier for each row, such as a customer number.
5. Remove any blank rows or columns from the range.
6. Separate the list range from any other data on the worksheet with at least one blank row or column.



##### To create an Excel table:

1. Select the cells to convert, including the header row.
2. Click the "Table" button in the "Tables" group on the "Insert" tab in the Ribbon. 
3. Modify the data range, if desired.
4. Select the "My table has headers" checkbox, if appropriate. If the table does not have headers, Excel will create them ("Column 1," "Column 2," etc.). Excel also assigns a name to the table (e.g., "Table1").
5. Click the "OK" button. The "Table Design" tab in the Ribbon appears when any cell of a table is selected.

##### To rename a table from the one assigned by Excel:

1. Click into the table.
2. Click the "Table Design" tab in the Ribbon.
3. Enter a new name in the "Table Name" field in the "Properties" group and press the "Enter" key.

#### Adding and Deleting Rows/Columns


1. Click into the table where the row or column is to be added or deleted.
2. Click the "Home" tab in the Ribbon.
3. **To add:** click the "Insert" drop-down button in the "Cells" group and select "Insert Table Rows Above" or "Insert Table Columns to the Left". 
4. **To delete:** click the "Delete" drop-down button in the "Cells" group and select "Delete Table Rows" or "Delete Table Columns". 

#### Turning the Total Row On/Off

1. Click into the table and click the "Table Design" tab that appears in the Ribbon.
2. Check/Uncheck the "Total Row" checkbox in the "Table Style Options" group. When checked, a total row is added with the last column totaled.


#### Removing Duplicates

##### To delete rows with duplicated data:

1. Click into the table or list range.
2. Click the "Remove Duplicates" button in the "Data Tools" group on the "Data" tab in the Ribbon. 
3. Select (check) or deselect (uncheck) the columns on which to evaluate criteria as duplicates. Data must match in all selected columns for duplicate rows to be removed.
4. Click the "OK" button. Excel retains the first row of any matches and removes subsequent ones.
5. Click "OK."

#### Converting a Table to a List Range

Certain features, like subtotals and cell merging, do not work with Excel tables. To access these features, convert the table to a list range.

1. Click into the table.
2. Click the "Convert to Range" button in the "Tools" group on the "Table Design" tab in the Ribbon. 
3. Click "Yes."

#### Using Structured References

Create formulas using table elements instead of usual cell references to enhance the clarity and readability of formulas, more easily reference and understand data, and simplify formula creation. Structured references are built from a combination of:

**Table Name**  
References table data without any header or total rows.  
**Column Specifier**  
Column name of the column it represents, without any header or total rows.

**Item specifiers represent different parts of a table:**  
The entire table, including column headers, data, and totals.

**#All**  
Only the data rows (excluding headers and totals).  
**#Data**  
Only the header row.  
**#Headers**  
Only the total row.  
**#Totals**  
Only the cells in the same row as the formula.

##### Structured References Syntax Rules:

1. Use brackets around specifiers. All column and special item specifiers must be enclosed in matching brackets [ ]. A specifier that contains other specifiers requires outer matching brackets.
2. All column headers are text strings and don't require quotes in a structured reference.
3. Add a single quotation mark before any of the following special characters if used within a column header name: left bracket ([), right bracket (]), pound sign (#), single quotation mark ('), or at sign (@).
4. Use reference operators to combine data ranges: colon (:) for adjacent data, comma (,) for non-adjacent data, and a space ( ) to reference the intersections of two or more overlapping ranges.

##### Examples:

**=Sales[@[Sold]]\*Sales[@[Commission]]**  
Calculates the commission for each row in the Sales table based on the values in that row's Sold and Commission cell values.


**=SUM(Sales[#Totals])**

Sums all values in the totals row of the Sales table.

**=SUM(Sales[[Region '#1]:[Region '#3]])**  
Displays the total of all Region #1 through Region #3 sales data in the Sales table.

### Sorting and Filtering





#### Sorting by a Single Column

1. Click into a cell within the column by which to sort the data.
2. Click either the "Sort A to Z" or "Sort Z to A" button in the "Sort & Filter" group on the "Data" tab in the Ribbon. 

Or, with AutoFilter turned on (see "Showing/Hiding AutoFilter"), click the column heading's drop-down arrow and select a sorting option. 

#### Advanced Sorting

Sort by two or more columns or by other criteria such as cell or font color.

1. Click into the table or list range.
2. Click the "Sort" button in the "Sort & Filter" group on the "Data" tab in the Ribbon. 
3. For a list range, check or uncheck the "My data has headers" checkbox, as appropriate.
4. Select a column heading from the "Sort by" drop-down.
5. Select a criteria on which to sort from the "Sort On" drop-down.
6. Select an order for the sort from the "Order" drop-down.
7. **To add additional sort criteria:** click the "Add Level" button and repeat steps 4-6. 
8. **To delete a sort criteria:** select it and click the "Delete Level" button. 
9. **To change the order of precedence of the sort criteria:** select a criteria and click the "Move up" or "Move down" button. 
10. Click "OK."

#### About Filtering Data in Excel

Filter Excel data to show only the data you want while temporarily hiding the rest. Use **AutoFilter** for quick filtering with a maximum of 2 criteria per column. Use advanced filtering for greater control over filtering options and to copy filtered data to another location.


#### Showing/Hiding AutoFilter

AutoFilter adds drop-down arrows to column headers for quick filtering and sorting. AutoFilter is on by default in Excel tables and always on for PivotTables.

##### To show or hide AutoFilter:

1. Click into the table or list range.
2. Click the "Filter" button in the "Sort & Filter" group on the "Data" tab in the Ribbon. 

#### Filtering with AutoFilter

1. Click the heading's drop-down arrow. 
2. **To quickly deselect all data:** uncheck the "Select All" checkbox. Check the boxes next to the data you want to display. **Or:** select a filter and a comparison (depending on the data type), and enter criteria.  

<b>Filters:</b>	<b>Comparisons:</b>
<b>Text Filters</b>	Wildcards allowed. Use ? to represent one character or * for a several characters.
<b>Number Filters</b>	E.g., "Equals," "Less Than,"
<b>Date Filters</b>	E.g., "Before," "After."
<b>Label or Value Filters</b>	Pivot table headings only.
3. Click "OK." Once filtered, the heading's drop-down arrow changes to a filter icon. 

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# Quick And Easy Pc Excel Comput Quick And Easy Guide

**Michael Miller**



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**Windows Server 2003 For Dummies** Ed Tittel,James Michael Stewart,2011-03-16 The perfect handbook for those who need to deploy install and configure installations upgrade from previous versions understand network addresses manage day to day operations configure storage manage users and groups implement security measures configure mail services and

perform other vital administrative tasks Covers the enhanced features and updates of the new version including the Microsoft NET framework Active Directory and its new drag and drop object management Internet Information Server and the Microsoft Management Console *Easy Computer Basics, Windows Vista Edition* Michael Miller, 2008-04-30 See it done Do it yourself It s that Easy Easy Computer Basics Windows Vista Edition teaches you the fundamentals to help you get the most from your computer hardware and software Fully illustrated steps with simple instructions guide you through each task building the skills you need to do what you want to do No need to feel intimidated we ll hold your hand every step of the way Learn how to Set up and configure your new computer system Upgrade your computer with new hardware and software Use Windows Vista and personalize it just for you Connect to the Internet for web surfing email and instant messaging Manage and edit digital photos with Windows Photo Gallery Play copy and burn your own music CDs and download music from the Internet to play on your iPod Protect your family and your computer from viruses spam and spyware Set up a wireless home network and share your Internet connection with multiple computers Easy steps guide you through each task Items you select or click are shown in bold Each step is fully illustrated Category Computers Covers General Computing User Level Beginning Introduction 1 Part 1 Understanding How Your Computer Works 2 Part 2 Setting Up and Using a Desktop PC 14 Part 3 Setting Up and Using a Notebook PC 28 Part 4 Using Microsoft Windows Vista 38 Part 5 Working with Files and Folders 62 Part 6 Using Microsoft Word 78 Part 7 Connecting to the Internet 96 Part 8 Setting Up a Wireless Home Network 132 Part 9 Playing Music and Movies 150 Part 10 Working with Digital Photos 168 Part 11 Adding New Devices to Your System 190 Part 12 Protecting Your Computer 200 Part 13 Taking Care of Your Computer 214 Glossary 228 **Buying a Computer For Dummies** Dan Gookin, 2004-10-20 Bestselling author Dan Gookin has updated his classic guide to cover CD burner DVD combo drives processor upgrades flat panel displays new modem and networking options new peripherals laptops and more Worldwide shipments of new computers now top 100 million units annually and forecasters have predicted double digit increases in PC shipments for 2003 2004 Using the author s unique five step approach to smart computer shopping readers analyze their needs and match them to the perfect PC at the best price Gookin who wrote the first ever For Dummies book DOS For Dummies is renowned for his UNIX For Dummies John R. Levine, Margaret Levine Young, 2011-02-23 Manage files set up networks and go online with UNIX UNIX For Dummies has been the standard for beginning UNIX references for nearly ten years and this latest edition continues that tradition of success This unparalleled resource is updated to cover the latest applications of UNIX technology including Linux and Mac desktops as well as how UNIX works with Microsoft server software Thorough coverage of how to handle UNIX installation file management software utilities networks Internet access their basic tasks A great guide for the first time UNIX desktop user growing accustomed to the ins and outs of the OS as well as the beginning administrators who needs to get a handle on UNIX networking basics Written by John Levine and Margaret Levine Young longtime UNIX experts and highly experienced For Dummies authors

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*Quick Review Series For B.Sc. Nursing: 1st Year - E-Book* Annu Kaushik, 2018-02-06 QRS for BSc Nursing 1st Year is an extremely exam oriented book The book contains a collection of the last 10 years solved questions of Anatomy Physiology Nutrition Bio chemistry Microbiology Psychology and Nursing Foundation in accordance with the new syllabus as per Indian Nursing Council The book will serve the requirements of BSc Nursing 1st year students to prepare for their examinations Collection of last 10 years solved questions asked in different university examinations across India Viva Voce questions Richly illustrated and lucid content presented with utmost simplicity Simple and easily reproducible diagrams Sample Papers for self practise Answers in point format Sample questions for non clinical subjects like English and Computers

**An EasyGuide to Research Design & SPSS** Beth M. Schwartz, Janie H. Wilson, Dennis M. Goff, 2018-01-25 An EasyGuide to Research Design and SPSS is an essential resource for students to successfully navigate and complete research projects Using a clear concise and conversational writing style authors Beth M Schwartz Janie H Wilson and Dennis M Goff cover all of the most basic and common designs and analyses that students need to know for appropriately testing a hypothesis The handbook includes step by step instructions accompanied by ample screenshots for working with data in SPSS along with guidance on interpreting outputs and formatting results in APA style The Second Edition features a streamlined organization updated references and new content on factorial designs effect size and G Power

*Networking For Dummies* Doug Lowe, 2004-10-13 *Networking For Dummies* has long been the leading networking beginner book The 7th Edition provides valuable updates on the latest tools and trends in networking including updates to Windows XP through Service Pack 2 Windows Server 2003 Linux Mac OS X and Novell Netware Server 6.5 plus the latest information on broadband technologies A must have reference for network administrators and novices who want to set up a network in their home or office this covers all the bases and basics including Using a network printer and sharing files and printers Using Microsoft Office on a network Network operating systems Setting up a wireless network Configuring client computers Written by Doug Lowe a seasoned *For Dummies* author who has demystified everything from Microsoft Office to networking to creating Web pages and written more than 50 computer books including *Networking All in One Desk Reference For Dummies* this guide includes whole new chapters on Wireless networking IP addressing Common security problems Troubleshooting Indexed to help you find answers fast and written in plain English instead of technotalk this keeps you from getting all shook up while you're getting all hooked up

**Perl For Dummies** Paul Hoffman, 2011-05-09 In the days before personal computers BASIC was the easy programming language to learn and serious programmers learned FORTRAN or COBOL to do real work Today many people have discovered that Perl is both a great beginning programming language and one that enables them to write powerful programs with little effort If you're interested in discovering how to program or how

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