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

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

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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!

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