# Table in Excel

- To create a table by excell data, keep cursor in any cell on data then press [Ctrl + T] / [Ctrl + L] → ok

- Longest method is:

  keep your cursor on data: [Insert] tab $\overset{click}{\rightarrow}$ Table [⊞] → ok

- The beauty of these table on after creating table is automatically you get
  - sorting
  - Filtering
  - sort by alon ony mony mure option.

- when you keep your cursor in the table you get a design tab! From whence you con modify the tobk.

  - Header row          - First column          Filter button.
    last column        - Last column
  - Total row          - Banded columns
  - Banded row

  You have lot of option, count, sum, min, max
  for each column

# Advanced Table : Rename, Resize, slicer, table etc.

- click on table and then press Design tab.
  - leftside of design tab ribbon you will see table name. you can rename it.

  Benifit is if you one in a different sheet, you wont to → instant some specific table you con search on name range.

  Navigation become easy.

- you con olso resize a table. click resize and then select table size.

- slicer for a table! user friendly table! filter.
  - Go to design tab:- → insert slicer [For your requirement]
    cot column

- remove → duplicate record (row) -
  select any cell on table → Design tab → Remove duplicate __
  also remove blank.

- if you cuond to disolve the table you • con
  go design tab and → (convert to range)

# Subtotal:

Subtotal con calculate based on region, count ones with respect to another column.

- The first criteria for getting subtotal is the region should be sorted.

- Go to [Data]-tab → [Subtotal]     Right top

At each change
:   category/Brand

Use function
:   sum/count/average (for respective column)

    numeric - sum/avg
    categorical - count

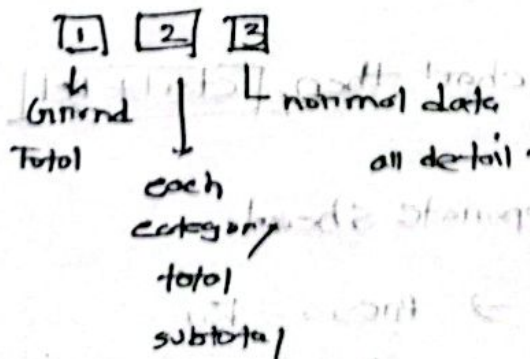Add subtotal to
:   respective column
    amount/Money/
    ↓
    ok

Then left side of the workbook you will see

| 1 | 2 | 3 |

↓
Grand
Total

each
category
total
subtotal

nominal data
all detail.

To remove subtotal

[Data] →tab → subtotal → remove all

# charts:

chart types       chart elements

- column chart

     chart area

- Bar chart

     plat area

- pie chart

     series

- x-y scatter chart

     Data labels

- sparklines formatting

     Vertical Horizontal axis

     Gridlines

     chart titles

• column chart

@ Select the table
data →

( press  AlT + F1 )

Amazon summer sale.

| | In store | website | Mail order |
|---|---|---|---|
| Toy | | | |
| shoes | | | |
| Laptop | | | |

Select [Data] → [insert] Tob

- various chart available

Select column chart you can get various option with
the chart. Right side.

If you click on chart you will get ~~lot of de~~
design and format tab.

To delete chart click on chart then, [ctrl + Del]

-, To create chart in a separate sheet
click on select data → press - F11
Then work with that chart.

# Formatting in chart

If yoy want to add anything on the chart there on chart $\boxed{+}$ option

- There one inbuit style $\boxed{\diagup}$

- Filter also give to filter chart items

right click ~~on~~

For double click on chart then you will see format chart area

$\boxed{\text{Format chart area}}$

color  Effect  size & property

### color:

**Fill**
- no fill
  - solid fill
  - Gradient fill
  - peture fill
  - a lot

you con chang axis formatting  double click on axis

Axis option:- vertical
   min
   max
   major interval

bottom have
label,
Number format S. currency

Axis- option - Horizontal
• Text option
   Allignment
   you con customize
   anything

• wont to change on bar
  select a shape  Ctrl.v

gap between bar

**+ piechart:**

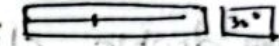select the data →[insert tab] → pie-chart

- you con extract portion on piechart: just extract from it by
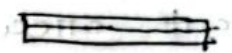  Double click on pie chart, |Format data series|  mouse



• Suppose i have two row
  data i want to create column chart
  
  |AH + F|

Angle of first slice
|____↑____|x°|
Pie explosion
|=============|

| Year | Soles |
|------|-------|

i am expecting year in Horizontal & Soles in vertical.

but it not showing, (Because year is number)

- Keep your cursor on the chart → |Design tab|

  → |Select data|
        ↓
    modify x, y axis (delete reon from vertical)-ok

Then select "again" → click horizontal section edit
     ↓ Data

  select manvally Horizontal column that you

  wont to take.

If you wont to change this chart:-

Go to [design] tab → [change chart type]

then 'select your needed chart.

• column vs line chart!

| Year | Revenue | Expenses |
|------|---------|----------|
| Q1   |         |          |
| Q2   |         |          |
| Q3   |         |          |
| Q4   |         |          |

Select data  →  ctrl [Alt + F1]  →  change chart type
                    colum
                    chart
                              →  combo

                                        cluster colum vs
                                              line chart

# Different chart elements

• Select the data:
        create simple column chart    Alt + F1

Any term if you want to modify on that chart just
double click on that.

                                            backent of
~ If i wont to put some logo on picture on the chart
                                                    area
        double click    chart option, Text option
    Fill
    ∴ picture/on text →insert select picture from file

# sponkline chont.

Sdect the column data → [insert] → sponkline ribbon

Sdect the location          line, column, win. loss

chont will created then.

you con modif it    Design tob

- □ High point        □ First point
- □ low point         □ last point
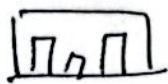- □ Negetive point

                   morken color

You con use drag and fill like
↓



age       $ money       Books

- If you wont to delete. select the sponk chont

[Design tob], → [clear]

# Pivot table and pivot chart

* **Pivot chart:** The difference between pivot chart and normal chart is pivot charts one very much flexible than normal chart. Normal chart give detail about all every record whereas pivot chart is not give detail of every record, it give subtotal representation of the data.

• To create a pivot chart just keep your cursor on data ory cell, then go to [Insert] tab → middle pivot chart

   then → select table/ ronse (oumatic)

          → select location

   Then  a  empty chart will display.

   Righ hand side a lot of option which colum you wont to display, Filter, Axis, Legend, value

   above you will see a pivot table created, in the chart you can filter

**#**

**pivot table:** pivot tables are flexible, pivot table gives subtotal of each table feature

- Before creating a pivot table make sure the data should not be blank record/ blank col

- To create a pivot table

keep your cursor on data → goto [Insert] tab →

click → [pivot table]:

→ Ask for select source data, select location

→ you will see blank pivot table of the right hand side you will see the options

pivot table Fields

All feature

⟶ you can drag & put feature

Filter        columns

Rows        values

- To see only detail of cell of pivot table double click on that. you will get a new sheet

- If you wont to count:

  Bring "Brand" into ⬜ : Bring "value" into value

  pivot table is very powerfull over formulas

- Pivot table you have also design tab, Analize tab from where you can an customize your analysis a lot.

- To seponate design pivot table

  | Design tab | → Repon layout |

  □ compact
  □ outline form
  □ Tabular form

  - subtotal option you can also modify

- To change title, or How column name to pivot Fields then you can ana modify from Rows, values, columns.

- To hide pivot table Fields go to click on pivot table → go to analize tab. Right hand side you will see options.

- To show one column value for a groupby feature like

| Fruit | min price | max price | avg price |
|---|---|---|---|
| | | | |

- creak pivot table
- select Fruit in [row] section
  - In [value] section select price 3 times with modify value field setti

# pivot table slicer:

Create a pivot table: - then insert some data

to creak a pivot table

From pivot table row column you can filter out.

- To create a userfriendly filter on pivot table
  
  select pivot table → go to Anolybize tab
  
  → [insert slicer]
  
  then you will get column name which you wont to slice.
  
  slicer is an omozing toolkit to onolize data.

- You con edit slicer or by
  
  click slicer an option tab open
  
  right hond side there one slicer option
                                  to onolize.

⊙ How to use one sliced connect to two pivot table.

Create sliced for one pivot table. then create a copy of that pivot table and modify se copied pivot table. This way you con use pivot table.

- To see a sliced how much pivot table connected?

- click on the sliced. Go to [option] - tab.

→ [Report connection]

- You con remove pivot table sliced connection
- You con rename sliced by option left name option
- You con also arrange sliced.

# pivot table timelines:

create a pivot table.

- If any date column not inserted. If i want to filterout my pivot table with respect to year months days i have to create some timeline.

- click on pivot table → Go to [analize] menu ban
  [insert timeline]