7. Features New in Excel 2013

In this lesson, you will learn...

1.   How to use slicers to filter data.

2.   How to create a PivotTable timeline.

3.   How to create a standalone PivotChart.

Excel 2013 provided a number of new features to help you efficiently and effectively create and edit workbooks.

Using Slicers to Filter Data

Slicers was a new feature added to Excel 2010, which allows users to filter PivotTable data. Starting in Excel 2016, you can use slicers to filter table data.

To filter data using slicers:

1.   Click in the table.

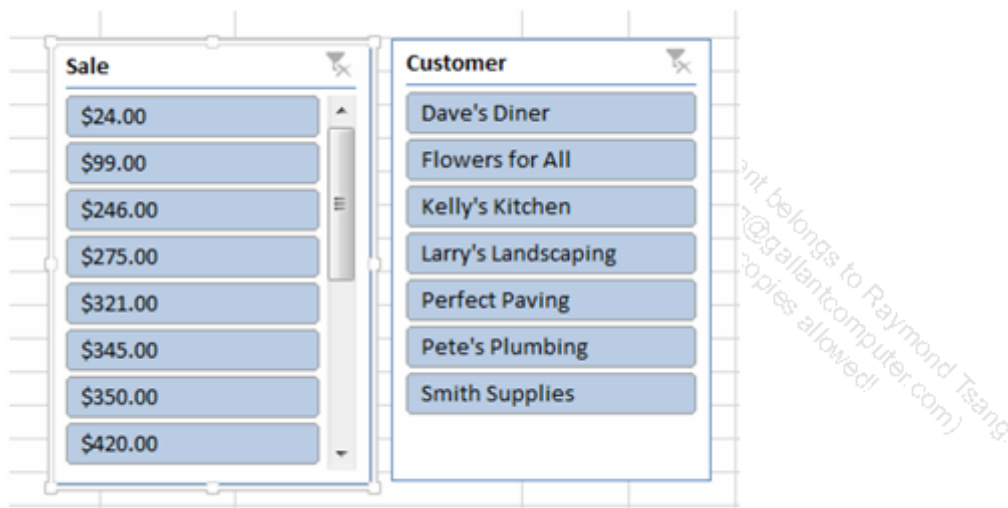2.   From the **Table Tools Design** tab, from the **Tools** group, select **Insert Slicer** .
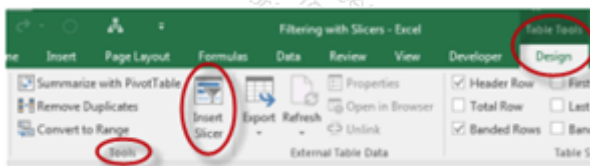
3.   In the **Insert Slicers** dialog box, check the check boxes of the desired slicers.

4.   Click **OK** .

5.   The slicers are now displayed in the worksheet.

Exercise 18 Filtering Data with Slicers

05 to 10 minutes

In this exercise, you will use slicers to filter data.
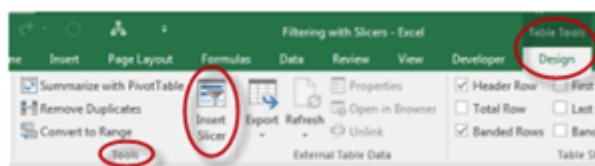
1.   Open Filtering with Slicers.xlsx from your Excel2016.3/Exercises folder.

2.   Create slicers for the data for the months of January, February, and March.
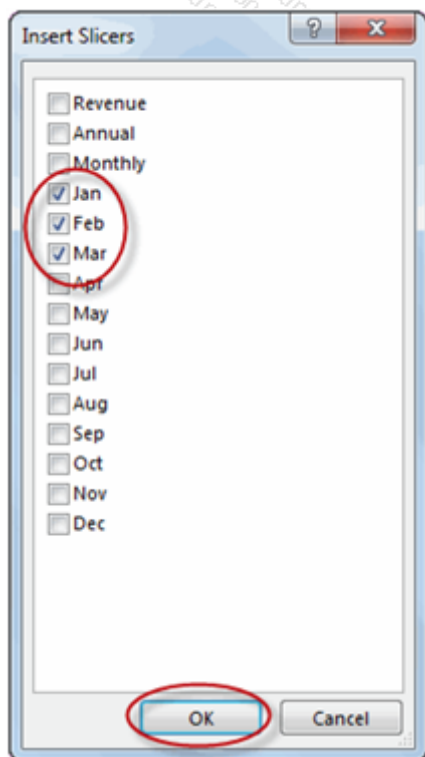
Exercise Solution

1.   Click in the table.

2.   From the **Table Tools Design** tab, from the **Tools** group, select **Insert Slicer** .

3. In the **Insert Slicers** dialog box, check the **Jan** , **Feb** , and **Mar** check boxes and click **OK** .
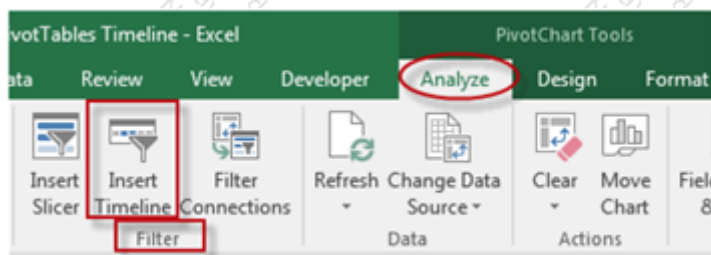

4. View the slicers in your worksheet.

Creating a PivotTable Timeline

You can now use the PivotTable Timeline feature to filter your data by time.
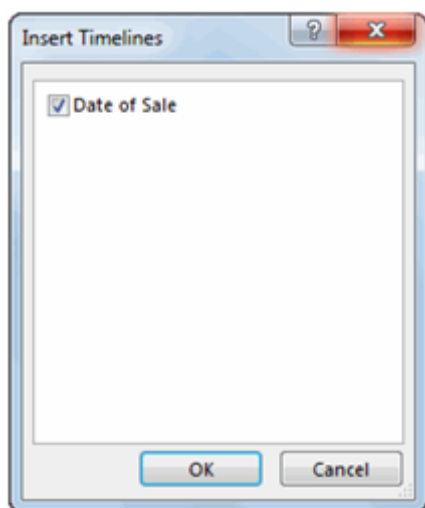
To create a PivotTable Timeline:
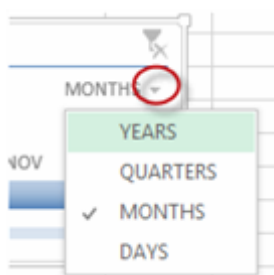
1. Click the PivotTable.

2. From the **PivotTable Tools Analyze** tab, in the **Filter** group, select **Insert Timeline** .

3. In the **Insert Timeline** dialog box, check the check box of the date fields you want in the timeline.
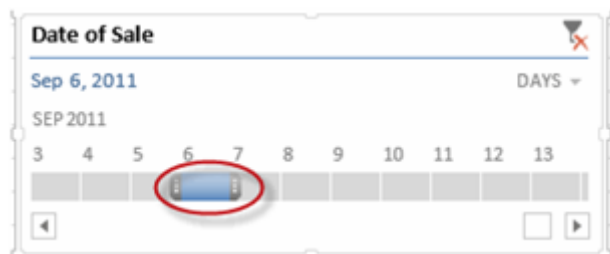

4. The timeline is displayed. To filter by date, click the arrow next to the time section and make a selection.

5. Drag the scrollbar to see the filtered data.

6. To see a specific time period, click and drag the timeline handles.

7.   Click the **Clear Filter** button to clear the timeline.

Exercise 19 Creating a Timeline

05 to 10 minutes

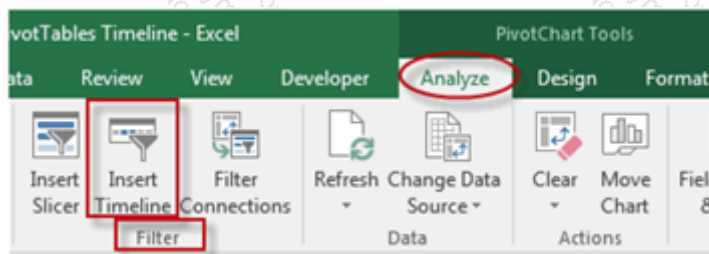In this exercise, you will create a PivotTable timeline.

1.   Open PivotTables Timeline.xlsx from your Excel2016.3/Exercises folder.

2.   Create a PivotTable Timeline based on the PivotTable showing all periods.

Exercise Solution

1.   Open the PivotTable and click it to select it.

2.   From the **PivotTable Tools Analyze** tab, in the **Filter** group, select **Insert Timeline** .
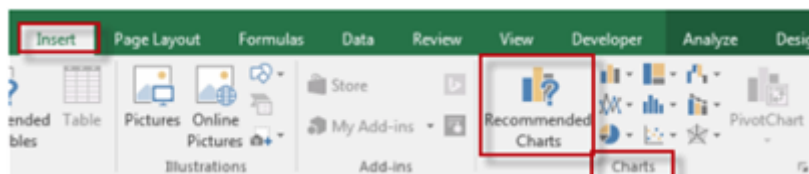

# Creating a Standalone PivotChart

In previous versions of Excel, a PivotChart needed to be associated with a PivotTable; however, starting with Excel 2013 and continuing with 2016 you can create a standalone PivotChart.

To create a standalone PivotChart:
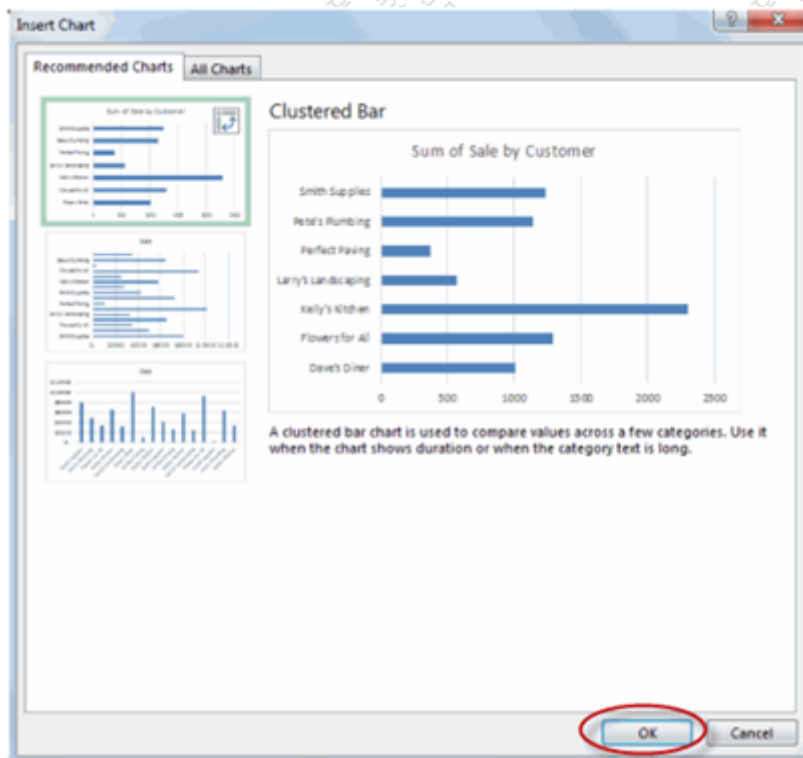
1.   Click in your data.

2.   Select the **Insert** tab and, in the **Charts** group, select **Recommended Charts** .
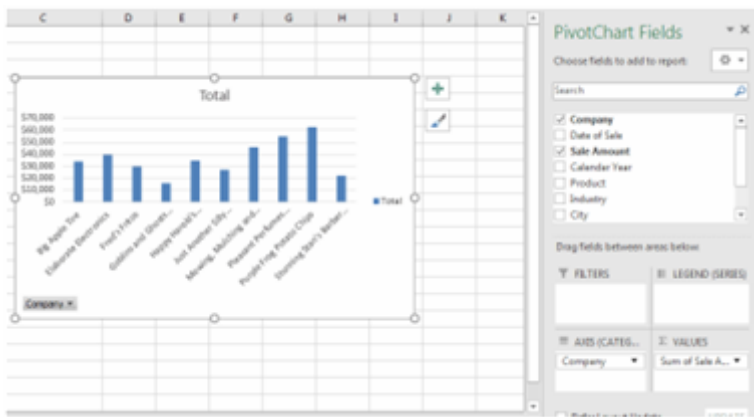

3.   On the **Recommended Charts** tab, select a chart with the **PivotChart** icon and view the preview.
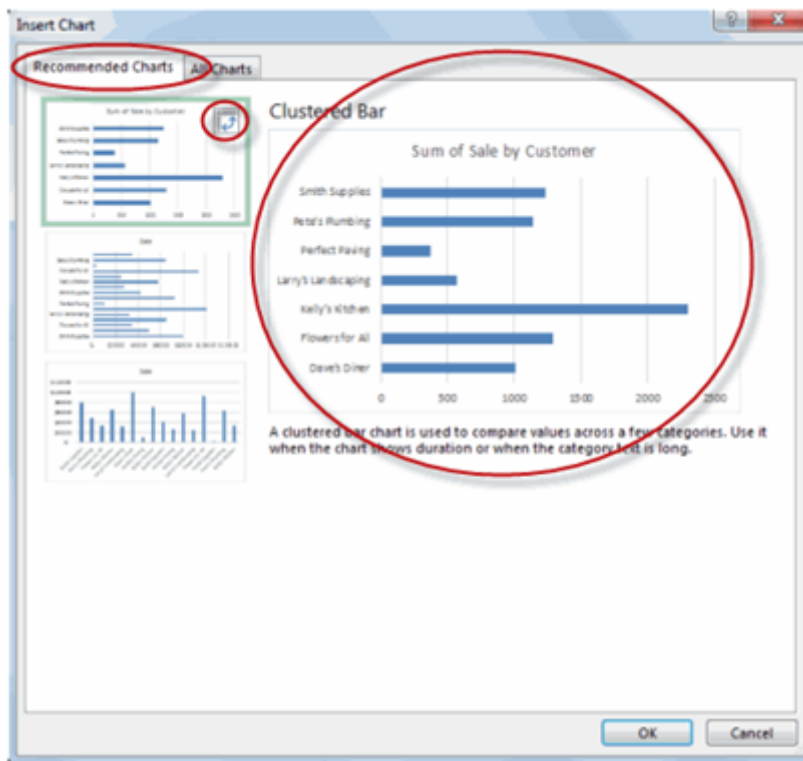
4.   When you find a chart you would like to select, click **OK** .

5.   The PivotChart is displayed.

Workspaces in Excel 2013

One of the features of previous versions of Excel was the ability to create worksheets. This command is no longer available starting with Excel 2013; however, if you have a previous workspaces file (ending with the file extension .xlw), you can open it in Excel 2013 and 2016.

Conclusion

In this lesson, you have learned:

1.   How to use slicers to filter data.

2.   How to create a PivotTable timeline.

3.   How to create a standalone PivotChart.