Excel

Week 3

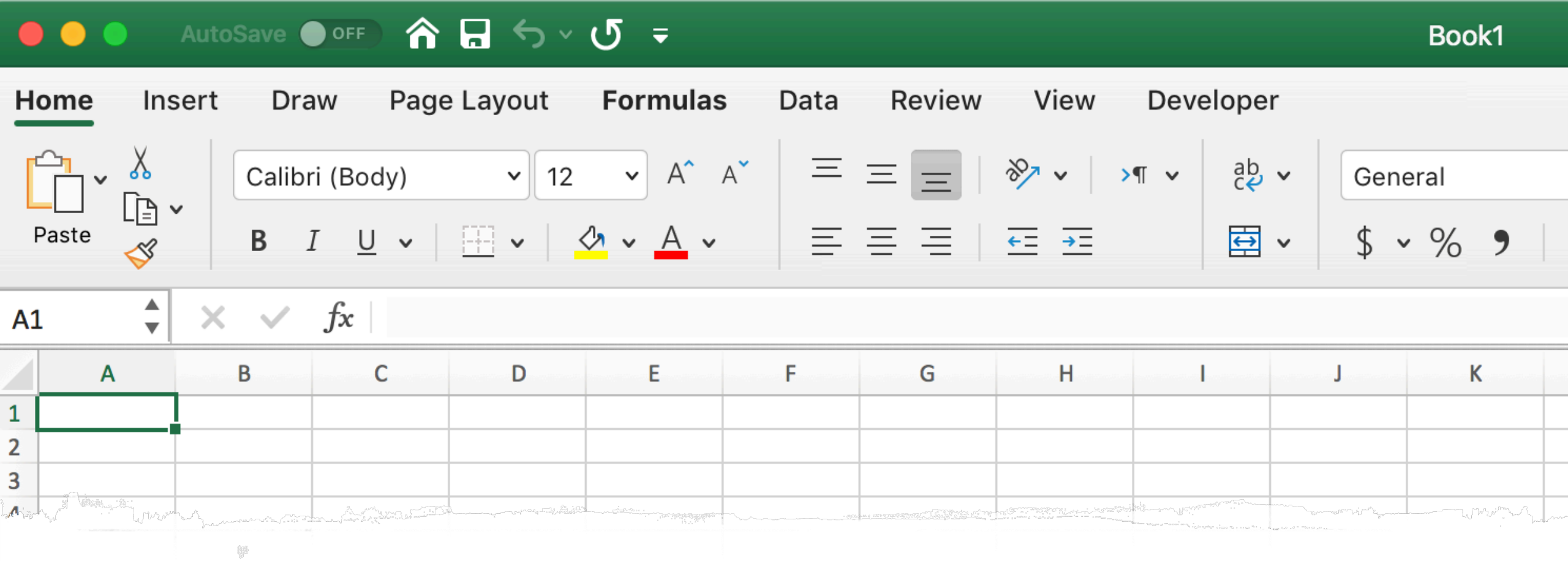
Why Use Excel?

It is widely used in workplaces today.

Released in 1985, it has a long and established history.

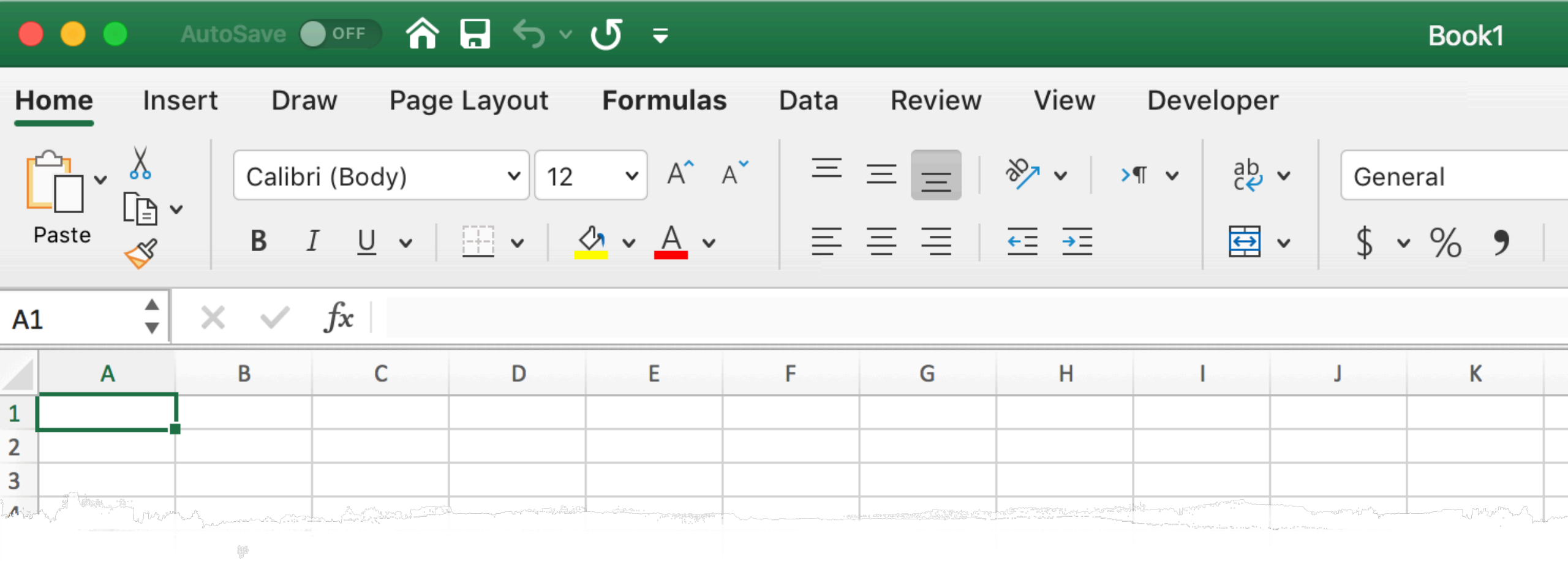
Strong support for statistical analysis.

Excel Basics



Foundational Items

- Navigating the ribbon
- Creating a workbook
- Creating sheets



Formatting Cells

- Fonts
- Borders
- Adjusting rows & columns

Pivot Tables

Pivot Tables

Are a data processing technique.

Summarize and organize selected columns and rows in a dataset.

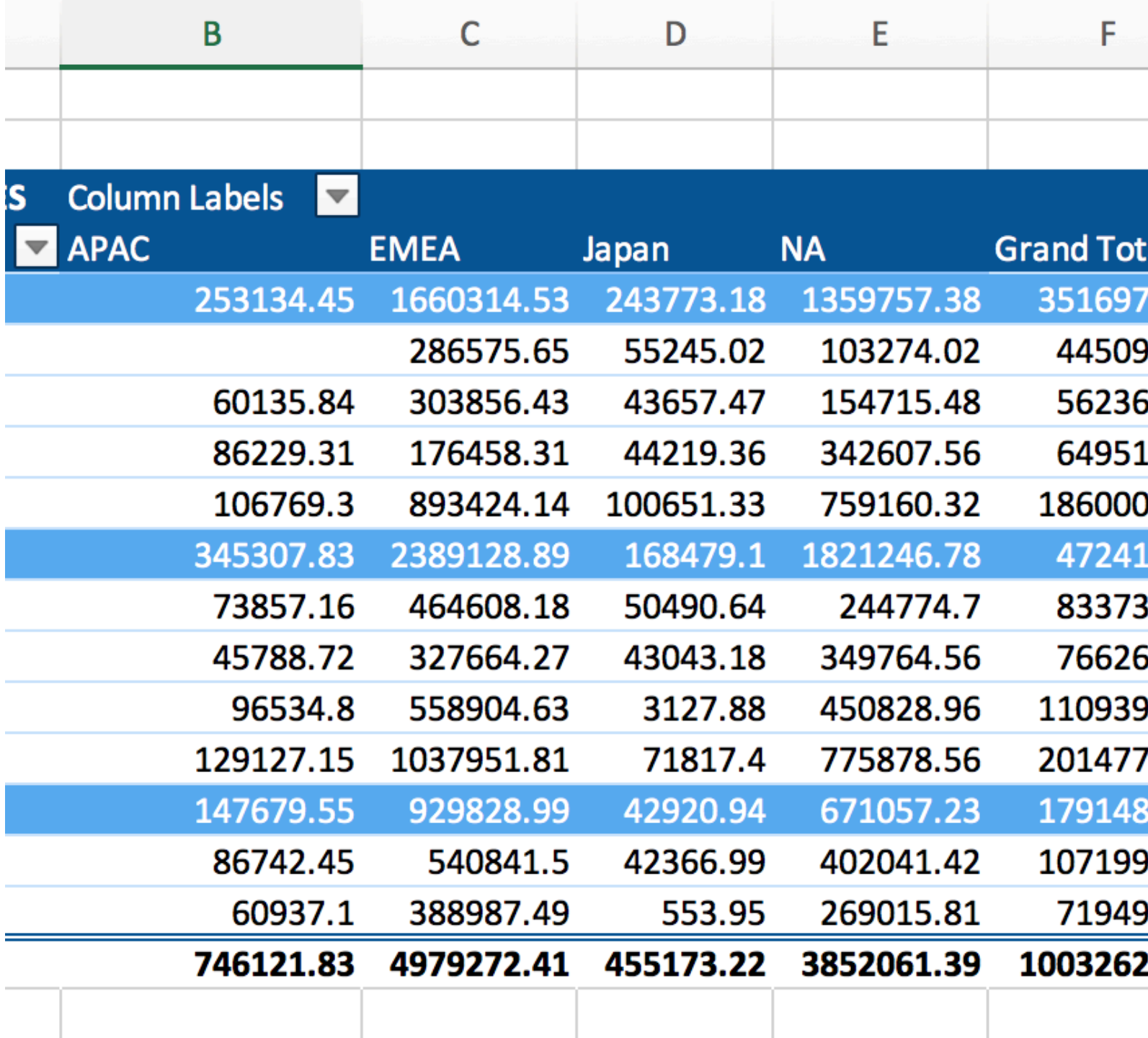
Can be used to create a report and does not alter the underlying dataset or database.

Data needs to be in a table format.

Pivot Tables

Open file sales_data_sample.xlsx in Canvas

- Format data into a table
- Examine filtering
- Create a pivot table
- Create a recommended pivot table
- Modify subtotals/grandtotals
- Format values



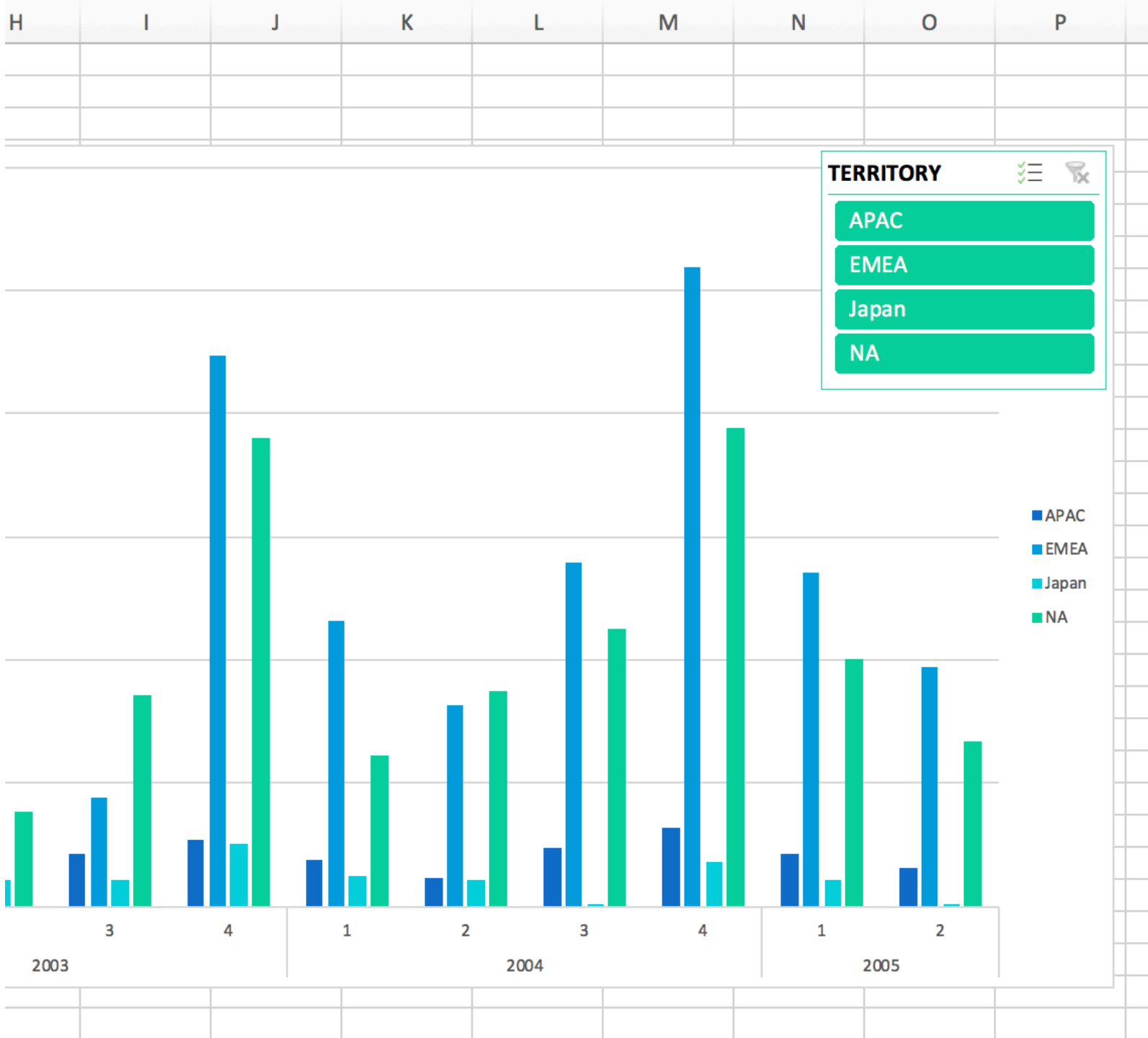
	B	C	D	E	F
S	Column Labels				
	APAC	EMEA	Japan	NA	Grand Tot
	253134.45	1660314.53	243773.18	1359757.38	351697
		286575.65	55245.02	103274.02	44509
	60135.84	303856.43	43657.47	154715.48	56236
	86229.31	176458.31	44219.36	342607.56	64951
	106769.3	893424.14	100651.33	759160.32	186000
	345307.83	2389128.89	168479.1	1821246.78	47241
	73857.16	464608.18	50490.64	244774.7	83373
	45788.72	327664.27	43043.18	349764.56	76626
	96534.8	558904.63	3127.88	450828.96	110939
	129127.15	1037951.81	71817.4	775878.56	201477
	147679.55	929828.99	42920.94	671057.23	179148
	86742.45	540841.5	42366.99	402041.42	107199
	60937.1	388987.49	553.95	269015.81	71949
	746121.83	**4979272.41**	**455173.22**	**3852061.39**	**1003262**

Sorting/Filtering

Sorting/ Filtering

Please follow in-class instruction for sales_data_sample.xlsx in Canvas

- Sorting column/row labels
- Filtering by selection
- Applying a slicer
- Formatting a slicer
- Report filters

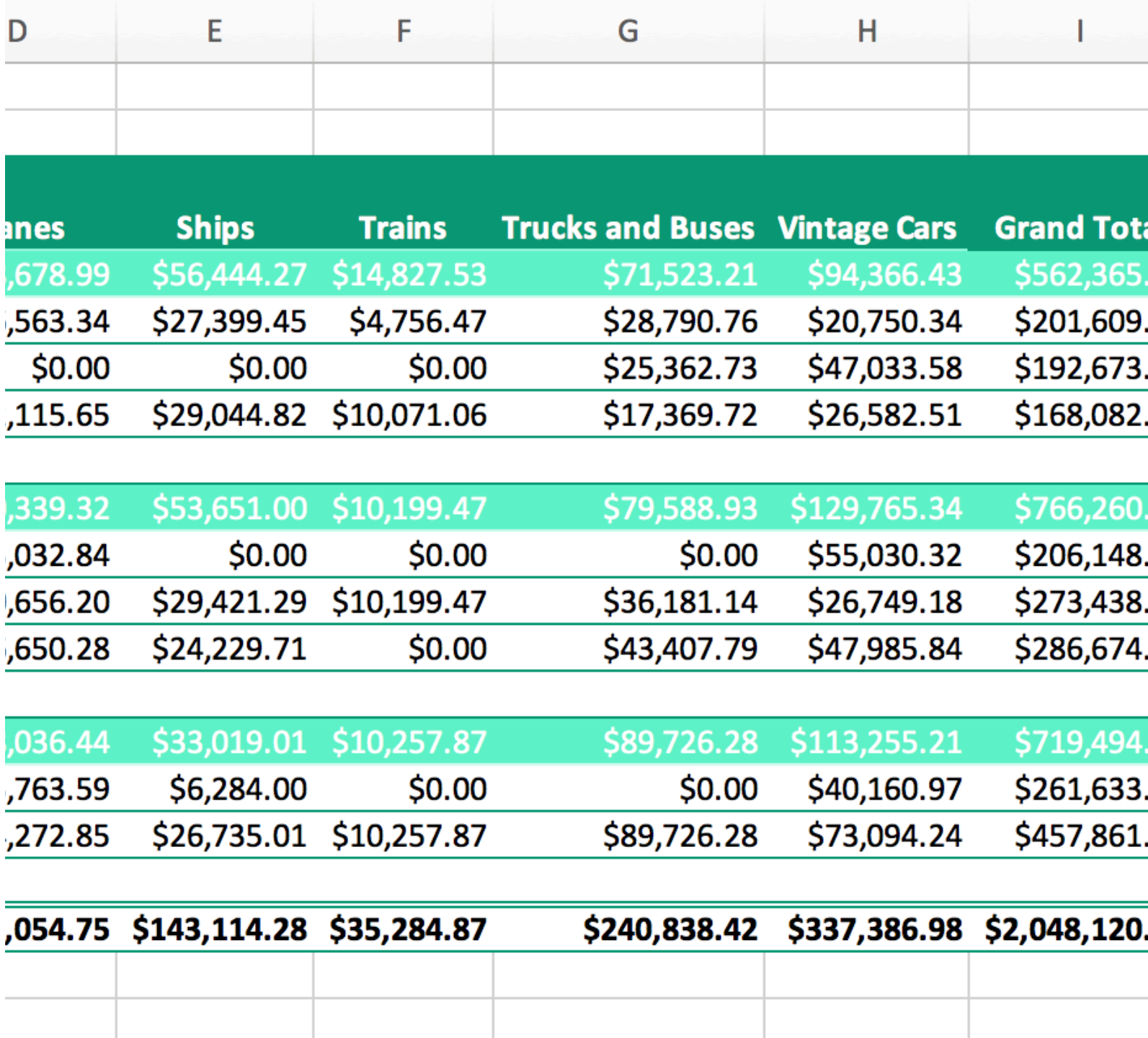


Styling Pivot Tables

Styling Pivot Tables

Please follow in-class instruction for sales_data_sample.xlsx in Canvas

- Banded rows
- Pivot table styles
- Layout



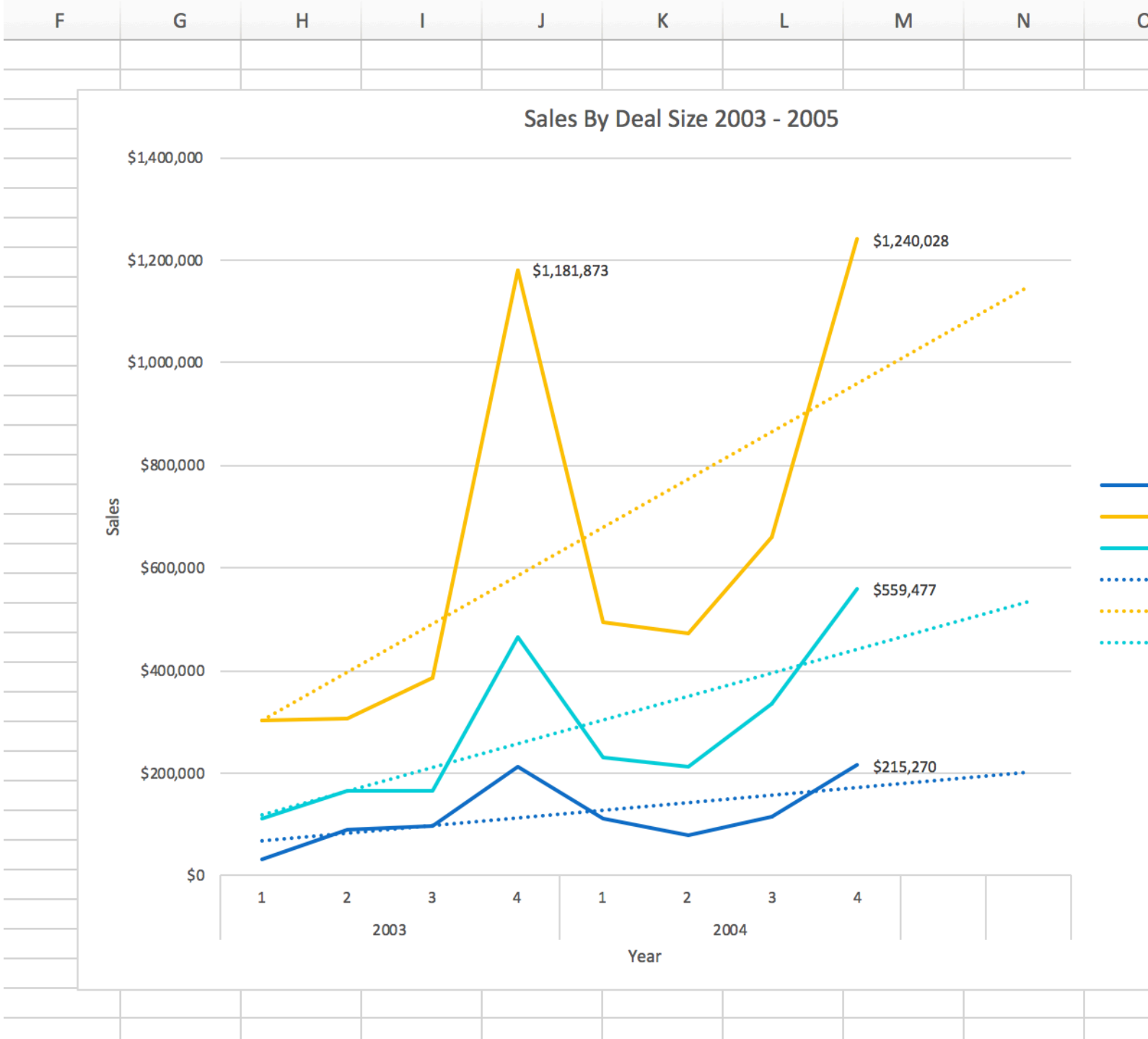
D	E	F	G	H	I
anes	Ships	Trains	Trucks and Buses	Vintage Cars	Grand Tota
,678.99	$56,444.27	$14,827.53	$71,523.21	$94,366.43	$562,365.
,563.34	$27,399.45	$4,756.47	$28,790.76	$20,750.34	$201,609.
$0.00	$0.00	$0.00	$25,362.73	$47,033.58	$192,673.
,115.65	$29,044.82	$10,071.06	$17,369.72	$26,582.51	$168,082.
,339.32	$53,651.00	$10,199.47	$79,588.93	$129,765.34	$766,260.
,032.84	$0.00	$0.00	$0.00	$55,030.32	$206,148.
,656.20	$29,421.29	$10,199.47	$36,181.14	$26,749.18	$273,438.
,650.28	$24,229.71	$0.00	$43,407.79	$47,985.84	$286,674.
,036.44	$33,019.01	$10,257.87	$89,726.28	$113,255.21	$719,494.
,763.59	$6,284.00	$0.00	$0.00	$40,160.97	$261,633.
,272.85	$26,735.01	$10,257.87	$89,726.28	$73,094.24	$457,861.
,054.75	**$143,114.28**	**$35,284.87**	**$240,838.42**	**$337,386.98**	**$2,048,120.**

Pivot Charts

Creating & Styling Pivot Charts

Please follow in-class instruction for sales_data_sample.xlsx in Canvas

- Creating charts
- Formatting charts
- Adding a trend line



Resources

To review the information again at your own leisure, visit the LinkedIn Learning course **Excel 2016: Pivot Tables In Depth**.

https://www.linkedin.com/learning/excel-2016-pivot-tables-in-depth/introducing-pivottables?u=76115650