

# Exploring Other Excel Capabilities

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**Ben Howard**

DATA CONSULTANT

@ben\_project [www.applepark.co.uk](http://www.applepark.co.uk)



# So Far...

## Exploring Data with PivotTables

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CREATING YOUR FIRST PIVOTTABLE



**Ben Howard**  
DATA CONSULTANT  
@ben\_project www.applepark.co.uk



## Modifying PivotTable Formatting

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**Ben Howard**  
DATA CONSULTANT  
@ben\_project www.applepark.co.uk



## Choosing How PivotTable Values Are Presented and Displayed

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**Ben Howard**  
DATA CONSULTANT  
@ben\_project www.applepark.co.uk



## Creating New PivotTable Values

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**Ben Howard**  
DATA CONSULTANT  
@ben\_project www.applepark.co.uk



## Adding Grouping, Slicing, and Filtering Interactivity

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**Ben Howard**  
DATA CONSULTANT  
@ben\_project www.applepark.co.uk



# Summarizing and Organizing Data in Excel



## Group and Outline data

Data categorization

Totals and subtotals

Name	Cost	Sale	Profit	Market Share	Score	Satisfaction
Bread	0.50	0.60	0.10		9	
Oats	0.72	0.87	0.14		70	
Chickpeas	1.53	1.84	0.31		88	
Rice	2.10	2.53	0.42		13	
Pasta	2.29	2.74	0.46		62	
Candy	0.08	0.10	0.02		70	
Soft drinks	0.45	0.54	0.09		14	
Sugar	0.58	0.69	0.12		43	
Icing sugar	1.63	1.96	0.33		86	
Milk	0.48	0.57	0.10		92	
Cheese	1.48	1.78	0.30		77	
Yoghurt	1.75	2.11	0.35		3	
Orange	0.18	0.22	0.04		38	

## Conditional Formatting

Visual cues

Issues, highlights, icons



## Sparklines

Simple charts to view the trend for a series of data



# Displaying Tables With Excel

Header row

Banded rows

Total row

Calculated column

Sizing handle

	A	B	C	D	E	F
1	Classification	Food Name	Cost	Quantity	Value	Data
2	Cereals	Bread	3	2	10	
3	Cereals	Chickpeas	10	8	1	
4	Cereals	Oats	7	1	4	
5	Cereals	Pasta	8	8	7	
6	Cereals	Rice	9	9	2	
7	Confections	Candy	4	1	5	
8	Confections	Icing sugar	9	9	3	
9	Confections	Soft drinks	4	1	5	
10	Fruit	Grapes	1	9	3	
11	Fruit	Lemon	1	3	4	
12	Fruit	Orange	5	2	6	
13	Meat	Liver	9	3	6	
14	Meat	Sausage	9	7	7	
15	Meat	Steak	1	9	2	
16	Classification	Food Name	3	4	5	
17	Cereals	Bread	5	6	10	
18	Cereals	Chickpeas	6	6	7	
19	Cereals	Oats	3	7	9	
20	Cereals	Pasta	5	5	6	
21	Cereals	Oats	9	6	8	
22			26	26	26	
23						

**Table Structure**  
Rows and columns,  
totals and headers



**Cleansed and Sorted**  
Removing duplicates  
Top N  
Conditional Formatting



**Filters and Slicers**  
Hide data  
Interactivity

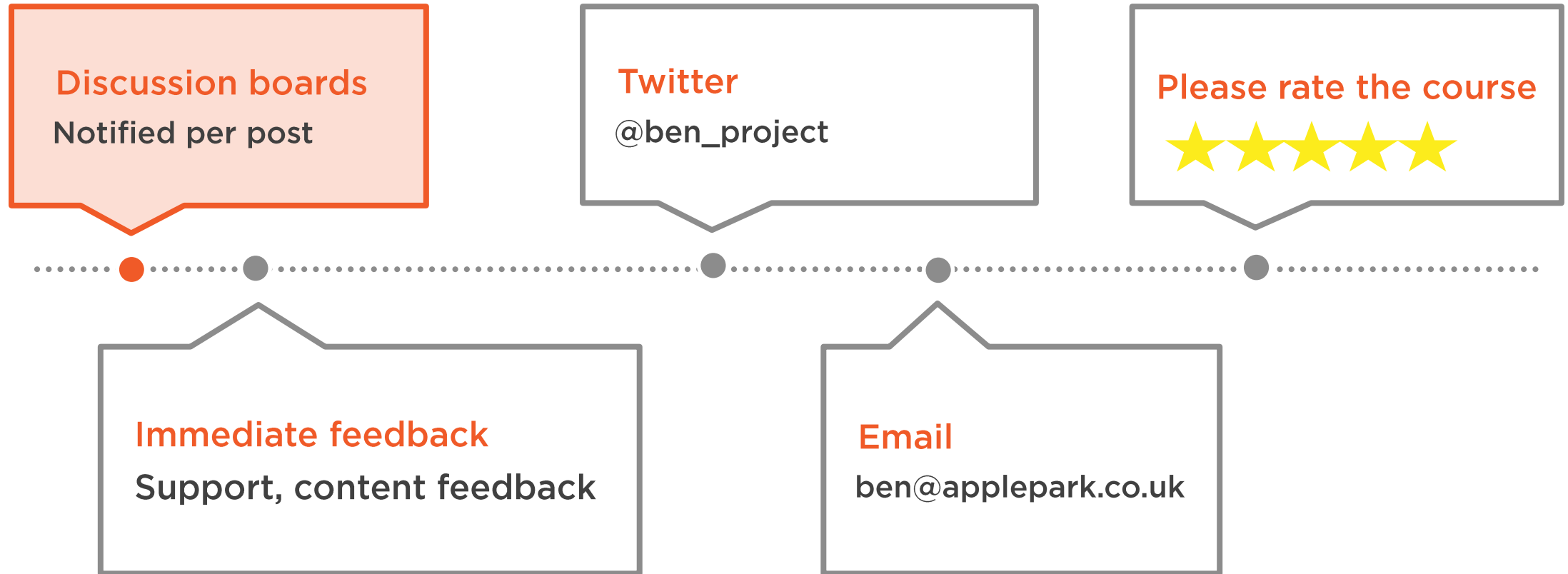




“Hey Ben, Tables and PivotTables are great, but what about PivotCharts!”



# Feedback Options



# Thank You



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**Data Consultant**

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