

# Exploring Other Excel Capabilities

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# So Far... Tables

## Excel Tables

TABLES - WHAT ARE THEY AND WHY USE THEM?



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## What are Tables

## Create and Manage Tables



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## Create and Manage Tables

## Working With Table Data



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## Working With Table Data



# Summarizing and Organizing Data in Excel



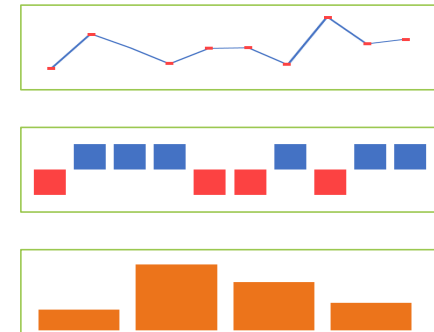

## Group and Outline Data

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





“Hey Ben, what about charting a range of data?”



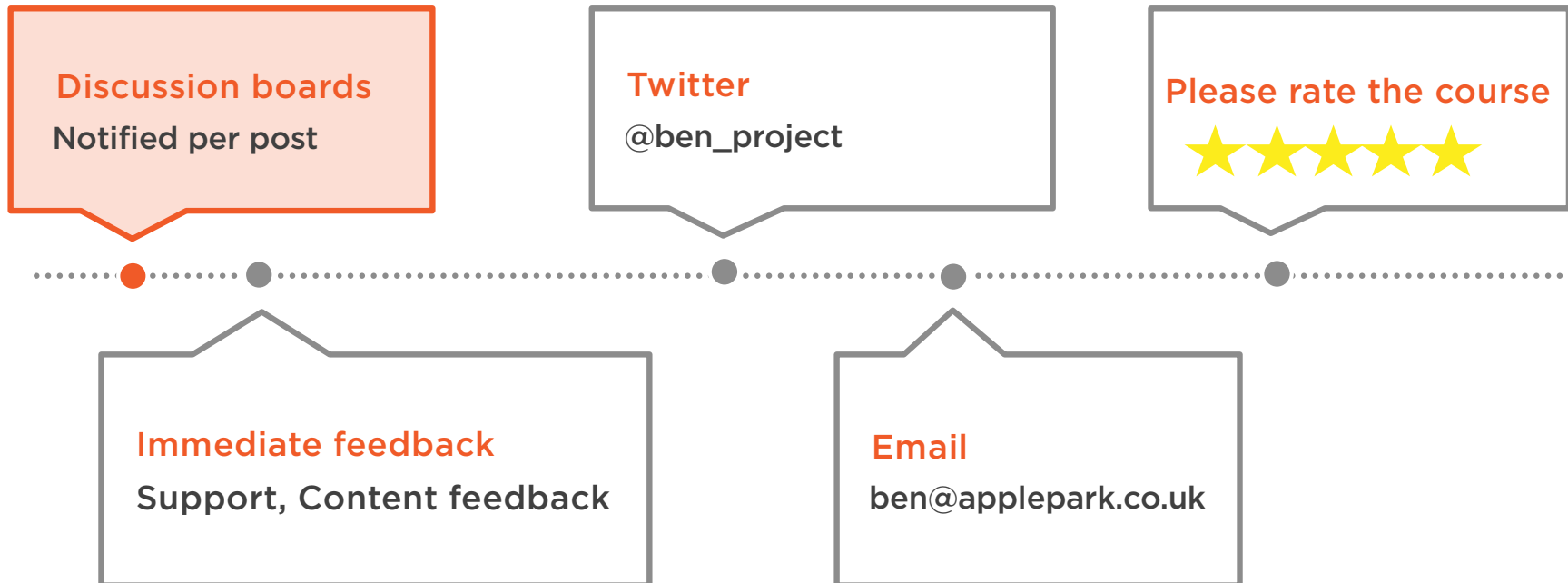
“Hey Ben, you’ve mentioned Pivot Tables – can you give me more information?”



“Hey Ben, you’ve not mentioned Pivot Charts though- what’s up with you man!”



# Feedback Options





# Thank You

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