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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use tables, PivotTables, sorting and filtering features in Microsoft Office Excel 2016 (Windows version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: List Range or Table? Excel Tables: Creating an Excel Table, Adding or Deleting a Table Row or Column, Turning On/Off the Total Row, Removing Duplicates, Converting a Table to a List Range, Using Table Specifiers in Formulas. Sorting & Filtering a Table or List Range: Using a List Range, Basic Sorting, Complex Sorting, Filtering and Advanced Filtering, Filtering with AutoFilter. Advanced Filtering: Criteria for Advanced Filters, Using Advanced Filters, Selecting/Ordering Advanced Filter Columns. Clearing Filtering, Showing/Hiding AutoFilter, Grouping and Subtotaling List Data. PivotTables:

Creating a PivotTable or PivotChart from Worksheet Data, Show/Hide the PivotTable Fields Pane, Adding/Removing a PivotTable Field, Refreshing a PivotTable, Rearranging a PivotTable, Adding a PivotChart to an Existing PivotTable, Changing the Summary Function, Changing How Values are Shown, Sorting and Filtering a PivotTable, Filtering with Timelines and Slicers. Using a PivotTable to Analyze Multiple Data Sources, Adding Excel Workbook Tables to the Data Model, Creating a New PivotTable from the Data Model. Using the Inquire Add-In: Install the Inquire Add-In, Compare Two Workbooks, Analyze a Workbook. This guide is one of multiple titles available for Excel 2016, other Excel titles are: Excel 2016 Introduction (ISBN 1939791928); Excel 2016 Charts & Sparklines (ISBN 9781939791955); Excel 2016 Functions & Formulas (ISBN 9781939791979); Excel 2016 Business Analytics & Power BI (ISBN 9781944684143); Excel 2016 Advanced Features & Macros (ISBN 9781944684082).

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