Supercharge Your Data Analysis with Microsoft Office Excel 2013 Pivot Tables Work Smarter Tips

Are you ready to take your data analysis skills to the next level? Look no further than Microsoft Office Excel 2013's powerful pivot tables! Pivot tables are an essential tool for anyone working with large datasets or wanting to gain meaningful insights from their data. In this article, we will explore some tips and tricks to help you work smarter with pivot tables in Excel 2013.

Getting Started with Pivot Tables

Before we dive into the advanced features, let's first understand the basics of pivot tables. A pivot table allows you to summarize and analyze large amounts of data in a few clicks. To get started, follow these steps:

- Open Microsoft Office Excel 2013 and ensure your dataset is organized with headings.

- Select any cell within your dataset and click on the "Insert" tab at the top of the Excel window.

- Click on the "PivotTable" button and choose "PivotTable" from the dropdown menu.

- In the Create PivotTable dialog box, select the range of your data and choose where you want to place your pivot table.

- Click "OK" to create your pivot table.

Customizing Your Pivot Table

Once you have created your pivot table, you can customize it to better analyze your data. Here are some tips to help you get the most out of your pivot tables:

Microsoft Office Excel 2013 Pivot Tables (Work Smarter Tips Book 2) by Fish Davis (Kindle Edition)

★★★★★ 5 out of 5

Language	: English
File size	: 5520 KB
Text-to-Speech	: Enabled
Screen Reader	: Supported
Enhanced typesetting	: Enabled
Word Wise	: Enabled
Print length	: 85 pages
Lending	: Enabled
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- **Grouping Data:** Excel 2013 allows you to group data by specific categories. For example, if you have a date column, you can group data by month, year, or any other time period that is relevant to your analysis. Right-click on the data you want to group, select "Group," and choose your grouping options.

- **Sorting:** You can sort your pivot table by any column by clicking on the column header and selecting the sort option. This helps you organize your data and identify patterns more easily.

- **Using Calculated Fields and Items:** Want to perform complex calculations on your pivot table data? Excel 2013 allows you to create calculated fields and items. Go to the "Analyse" tab, click on "Fields, Items, & Sets," and select "Calculations." From here, you can create calculations based on your needs.

- **Filtering:** To focus on specific data points, you can apply filters to your pivot table. Click on the drop-down arrow in the column header, select the values you want to include or exclude, and click "OK." This is particularly useful when you have a large dataset and want to analyze specific subsets of data.

Visualizing Your Data with Pivot Charts

Excel 2013 offers a wide range of visualizations to help you understand your data better. You can create pivot charts from your pivot table data, making it easier to identify trends and patterns. Here are some tips for creating stunning pivot charts:

- **Choosing the Right Chart Type:** Excel provides various chart types, such as bar charts, line charts, and pie charts. Consider the nature of your data and the story you want to tell, then select the appropriate chart type to represent your data accurately.

- **Formatting Options:** Customize your pivot chart by changing colors, fonts, and other formatting options. This helps to make your charts visually appealing and easy to understand.

- **Interactive Pivot Charts:** To make your charts more dynamic, you can create interactive pivot charts. Use slicers, which are visual filters, to quickly change the data displayed in your pivot chart. This allows for real-time exploration and analysis of your data.

Sharing and Collaboration

Once you have created your pivot tables and charts, it's time to share your findings with others and collaborate on your analysis. Excel 2013 provides easy ways to share your work:

- **Save and Send:** You can save your Excel file with pivot tables and charts and send it to colleagues or clients via email. They can open the file and interact with the pivot tables on their own.

- **OneDrive:** If you prefer to collaborate in real-time, you can save your Excel file in OneDrive or other cloud storage platforms. Share the file with others, and everyone can work together, making changes and updates that are visible to all team members.

- **Web Embedding:** Another option is to embed your pivot tables or charts in a web page or blog post. Excel 2013 provides a code snippet that you can copy and paste into your HTML document, allowing others to view and interact with your pivot tables online.

In

Microsoft Office Excel 2013's pivot tables are a game-changer when it comes to data analysis. By following these tips and exploring the advanced features, you can efficiently analyze large datasets, gain meaningful insights, and present your findings in visually appealing ways. Start using pivot tables today and supercharge your data analysis skills!

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Continue to Upgrade Your Excel Skills with PivotTables!

Analyze, summarize, and present your large spreadsheet data... FAST.

Have you ever looked at your spreadsheets and wondered, 'How can I possibly calculate all of this data?'

•You know there's a better way to work.
•You heard the answer is PivotTables.

Your co-worker talks about PivotTables, but doesn't have time to explain them to you.
Learn what they know, and more.

I teach beginning to advanced Microsoft Excel 2013 to people who have basic Excel skills
and want to be able to use PivotTables for data analysis.

What To Expect
Whether you are new to Microsoft Office Excel or have been using it for many years, this guide will walk you through analyzing your data with ease.
Learn about the new features to take advantage of, like Recommended PivotTables and Timelines.
Pick up tips on favorites like Slicers and Report Filters.

Examples & Exercises

Screenshots and exercises will help you practice and reinforce your skills and get you up to speed with Microsoft Office Excel Pivot tables.

Don't have Microsoft Office Excel 2013?
No Problem.
Many exercises are applicable to PivotTables in Excel 2010 as well.

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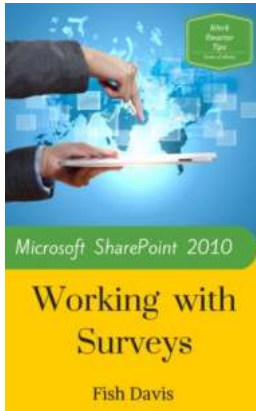**Be Organized, Work Smarter, Save Time**

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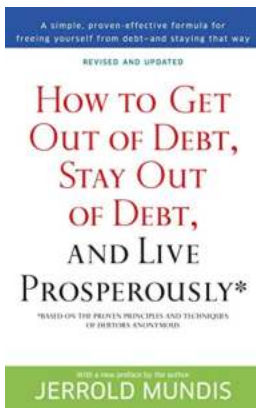

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