

MICROSOFT EXCEL 2013

E S S E N T I A L S



The most powerful spreadsheet app. Automated suggestions for creating charts, totals, and pivot tables make pivot tables easier beginners. New FlashFill feature saves manual labor by creating columns of data on the basis of examples you type in.

In Excel 2010, you installed the Power Pivot for Excel 2010 add-in so that you could import and relate large amounts of data from multiple sources.

In Excel 2013, much of that functionality, including the infrastructure that supports it, is built directly into the Data Model in Excel. Without installing a separate add-in, you can now:

- Import millions of rows from multiple data sources.
- Create relationships between data from different sources, and between multiple tables in a PivotTable.
- Create implicit calculated fields (previously called 'measures') – calculations created automatically when you add a numeric field to the Values drop zone of the Field List.
- Manage data connections.

Thus all Excel users can now build data models, which they can use as the basis for PivotTables, PivotCharts, and Power View reports. Excel automatically loads data into the in-memory analytics engine, which used to be available only with the Power Pivot add-in. The data model in Excel has other advantages:

- Processing data is fast.

- Data is highly compressed, creating a file of manageable size.
- Data is saved inside the Excel workbook, so it's portable.

The Power Pivot add-in is available, too, and provides more advanced modeling capabilities for more experienced data modelers.

The Power Pivot in Microsoft Excel 2013 add-in, which connects to the same data model, provides a richer modeling environment that allows more experienced users to enhance their models.

With the Power Pivot in Microsoft Excel 2013 add-in you can:

- Filter data when importing. You can import data in both Excel and Power Pivot, but when importing data in Power Pivot, you can filter out unnecessary data to import just a subset.
- Rename tables and columns as you import data in Power Pivot.
- Manage the model and create relationships using drag and drop in the Diagram View.
- Apply formatting (to be used in Power View and PivotTable reports).
- Define your own calculated fields to use throughout a workbook.
- Define key performance indicators (KPIs) to use in PivotTables.
- Define perspectives.
- Author your own calculations by writing advanced formulas that use the Data Analysis Expressions (DAX) expression language.



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Yan Bai



Microsoft Excel 2013 Essentials Speedy Study Guides Speedy Publishing:

Microsoft Excel 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 Microsoft Excel 2013 is part of the Microsoft Office Suite package. The software is designed to help people keep track of accounts numbers and more through spread sheets. Therefore this tool helps businesses and individuals alike to manage their assets in an easy way. The 2013 version is one of the latest updates. It includes new features and it is easy to learn if you already know how to use Excel. A detailed chart of its inner workings would help people understand the programing better. Microsoft Office 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 When you are looking at the Microsoft Office 2013 Essentials office suite you will find that there are a number of great programs included. Some of the offerings from this productivity suite include Word, Excel, PowerPoint and Outlook and with a few upgrades you might be able to get more programs. A good chart is something that will help you keep the right kind of shortcuts and features available to you. With a suite this robust it is often easy to forget some of the more obscure but no less useful functions. Microsoft Excel 2013 Essentials (Speedy Study Guide) Speedy Publishing LLC, 2014-06-08 Microsoft Excel 2013 is part of the Microsoft Office Suite package. The software is designed to help people keep track of accounts numbers and more through spread sheets. Therefore this tool helps businesses and individuals alike to manage their assets in an easy way. The 2013 version is one of the latest updates. It includes new features and it is easy to learn if you already know how to use Excel. A detailed chart of its inner workings would help people understand the programing better. Microsoft Office 2013 Essentials (Speedy Study Guide) Speedy Publishing LLC, 2014-06-08 When you are looking at the Microsoft Office 2013 Essentials office suite you will find that there are a number of great programs included. Some of the offerings from this productivity suite include Word, Excel, PowerPoint and Outlook and with a few upgrades you might be able to get more programs. A good chart is something that will help you keep the right kind of shortcuts and features available to you. With a suite this robust it is often easy to forget some of the more obscure but no less useful functions. **Office 2013: The Missing Manual** Nancy

Conner, Matthew MacDonald, 2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics. This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more. You ll learn about Office s new templates and themes, touchscreen features and other advances including Excel s Quick Analysis tool. The important stuff you need to know: Create professional looking documents. Use Word to craft reports, newsletters and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts, appointments and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts and graphs and animations. Share your Access database. Design a custom database and let other people view it in their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher, OneNote and a full range of Office Web Apps.

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