

Table of Contents

EXCEL CHAPTER 11: WORKING WITH TABLES	221		
Working with Tables	222		
Insert and Delete Table Rows and Columns	222		
Calculated Columns	223		
Apply a Sort or Filter	223		
Special Table Features	225		
Table Name	225		
Header Row	225		
Table Style Options	226		
Structured References	228		
Formulas with Structured References	228		
Creating Sparklines	230		
Apply Your Skills	232		
EXCEL CHAPTER 12: PIVOTTABLES AND PIVOTCHARTS	235		
Creating PivotTables	236		
What Is a PivotTable?	236		
Arranging the Source Data	237		
Remove Duplicates	237		
Adding PivotTable Fields	238		
Using PivotTables for Analysis	240		
Formatting PivotTables	241		
Changing Value Field Settings	242		
Filtering a PivotTable	245		
Filtering with AutoFilter	245		
Filtering with a Filter Field	246		
Filtering with Slicers	246		
Creating Calculated Fields	248		
Show Values As	249		
Refreshing PivotTable Data	249		
Referencing PivotTable Data	249		
Creating PivotCharts	251		
Filtering PivotCharts	252		
Apply Your Skills	254		
EXCEL CHAPTER 13: WORKING WITH MACROS	257		
Introducing Macros	258		
Changing Macro Security	258		
Recording Macros	259		
Recording the Macro Steps	260		
Storing and Sharing Macros	261		
Saving a Workbook Containing Macros	261		
		Running and Assigning Macros	262
		Self-Assessment	265
		Apply Your Skills	283
		EXCEL CHAPTER 14: DATA MANAGEMENT FOR BUSINESS	269
		Importing and Exporting Data	270
		Importing	270
		Exporting	270
		Mail Merge with Microsoft Word	271
		Importing Tables from Microsoft Access	272
		External Workbook References	272
		Summarizing Data	274
		Data Consolidation	274
		Advanced Options for Filling a Data Series	276
		Additional Charts and Chart Tools	278
		Adding Trendlines	279
		Saving a Chart as a Template	279
		Additional Lookup and Logical Functions	281
		Other Logical Functions	281
		EXCEL CHAPTER 15: WORKBOOK COMPLETION	287
		Inserting Hyperlinks for Navigation	288
		Inserting and Viewing Comments	289
		Adding Alternative Text to Objects for Accessibility	291
		Inspecting Your Workbook	292
		Inspect a Workbook for Hidden Properties or Personal Information	292
		Inspect a Workbook for Accessibility	293
		Inspect a Workbook for Compatibility	293
		Configure Editing and Display Languages	296
		Creating Forms	296
		Protecting Workbooks	299
		Protect Workbook Structure	299
		Protect a Worksheet	300
		Lock Cells and Hide Formulas	300
		Configure Formula Calculation Options	301
		Manage Workbook Versions	301
		Mark as Final	302
		Encrypt with a Password	302
		Apply Your Skills	305
		<i>Index</i>	307