

Chapter 1

The screenshot shows the Microsoft Excel ribbon with the HOME tab selected. The ribbon includes the FILE tab on the left. The HOME tab contains two main groups: Clipboard and Font. The Clipboard group includes icons for Cut, Copy, Paste, and Format Painter. The Font group includes a font face dropdown menu set to Calibri, and buttons for Bold (B), Italic (I), Underline (U), and a text color icon. Below the ribbon, the active cell is A1, indicated by a dropdown menu and a formula bar containing the fx icon. The spreadsheet grid shows columns A and B, and rows 1, 2, and 3. Cell A1 is currently selected and highlighted with a green border.

The screenshot shows the Microsoft Excel ribbon with the HOME tab selected. The ribbon includes the FILE tab on the left. The HOME tab contains two main groups: Clipboard and Font. The Clipboard group includes icons for Cut, Copy, Paste, and Format Painter. The Font group includes a font face dropdown menu set to Calibri, and buttons for Bold (B), Italic (I), Underline (U), and a text color icon. Below the ribbon, the active cell is C5, indicated by a dropdown menu and a formula bar containing the fx icon. The spreadsheet grid shows columns A and B, and rows 1, 2, and 3. Cell A1 contains the text "Revenue" and cell B1 contains the text "Name".

	A	B
1	Revenue	Name
2		
3		

FILE HOME INSERT PAGE LAYOUT FORMULAS

Cut Copy Paste Format Painter

Clipboard

Calibri 11

B I U

Font

A1

Bold (Ctrl+B)
Make your text bold.

	A	B	C
1	Revenue	Name	
2			
3			

FILE HOME INSERT PAGE LAYOUT

Cut Copy Paste Format Painter

Clipboard

Calibri 11

B I U

Font

D5

	A	B
1	Revenue	Name
2	321	David
3	45	Bob
4	7	Bill
5	23	Mike

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Cut Copy Paste Format Painter

Calibri 11

B *I* U

Borders

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders**
- Outside Borders
- Thick Box Border
- Bottom Double Border
- Thick Bottom Border
- Top and Bottom Border
- Top and Thick Bottom Border
- Top and Double Bottom Border

Draw Borders

- Draw Border
- Draw Border Grid
- Erase Border
- Line Color
- Line Style
- More Borders...

	A	B
1	Revenue	Name
2	321	David
3	45	Bob
4	7	Bill
5	23	Mike
6		
7		
8		
9		
10		
11		
12		

FILE HOME INSERT PAGE LAYOUT

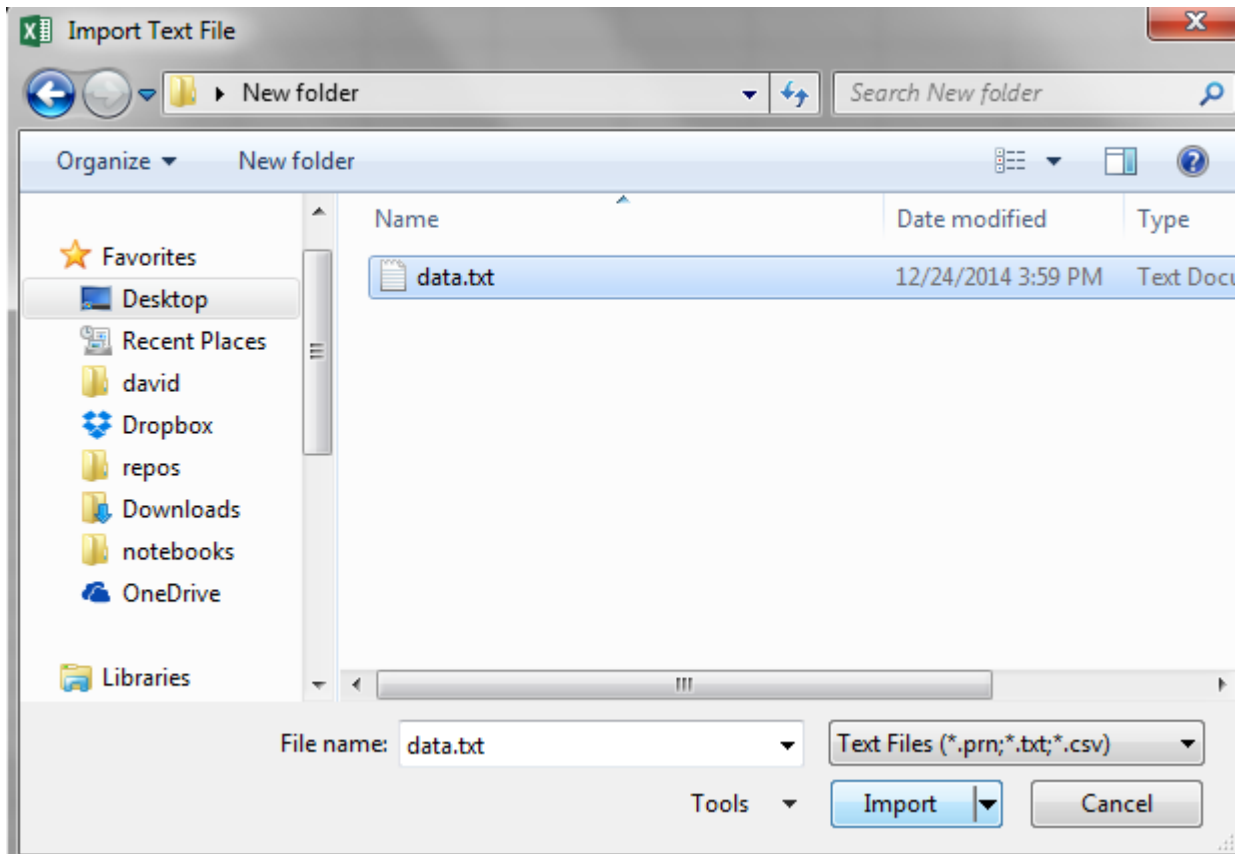
Cut Copy Paste Format Painter

Calibri 11

B *I* U

D6

	A	B
1	Revenue	Name
2	321	David
3	45	Bob
4	7	Bill
5	23	Mike
6		



Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited** - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

My data has headers.

Preview of file C:\Users\david\Desktop\New folder\data.txt.

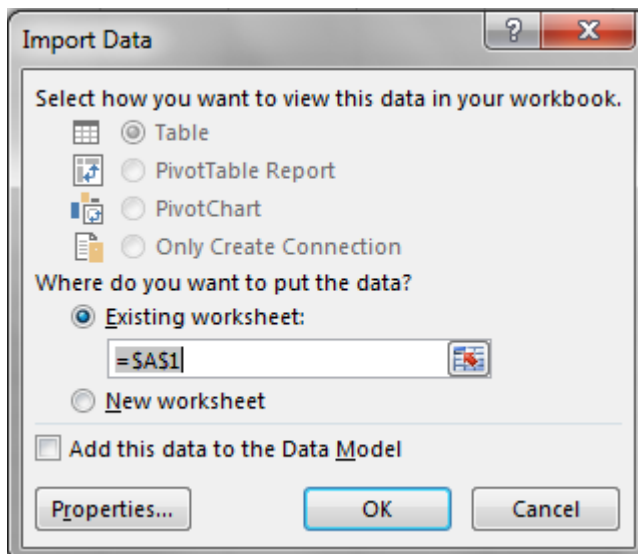
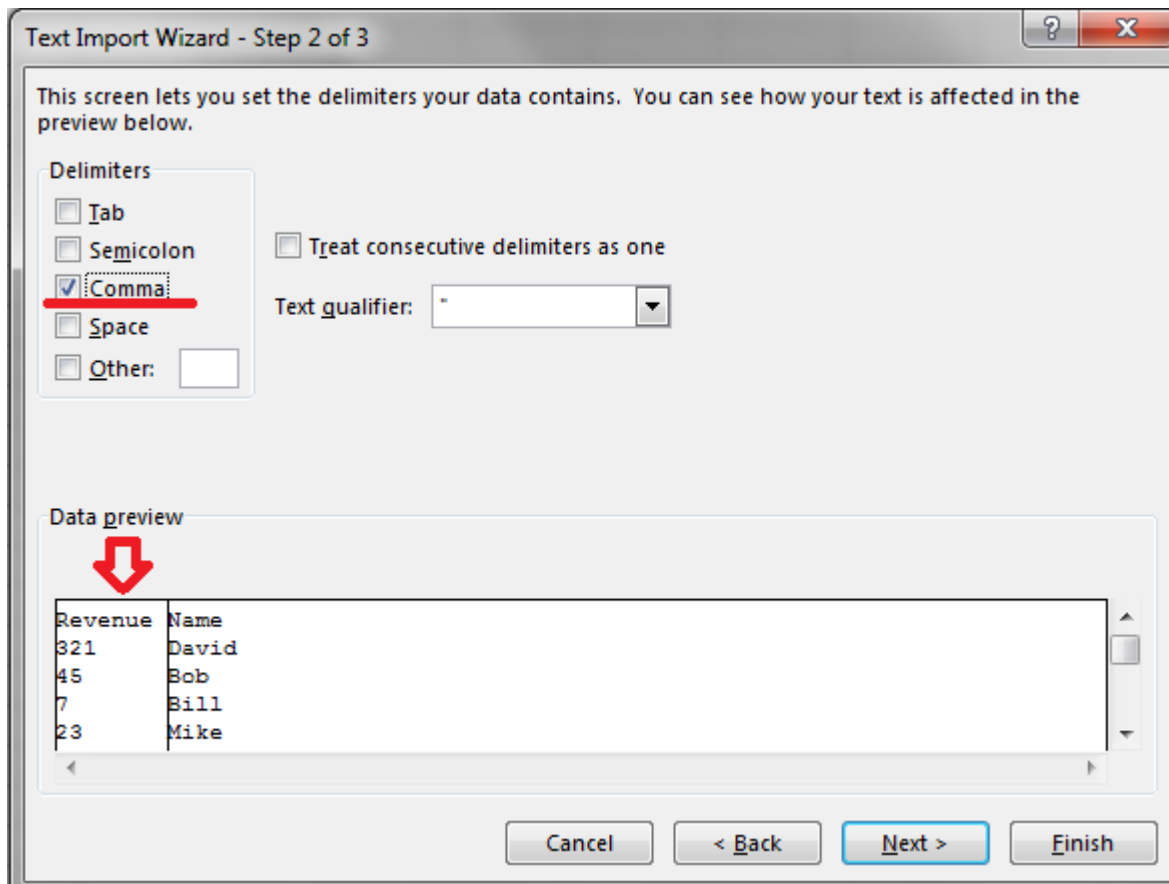
1	Revenue, Name
2	321, David
3	45, Bob
4	7, Bill
5	23, Mike

Cancel

< Back

Next >

Finish



	A	B
1	Revenue	
2	321	
3	45	
4	7	
5	23	

	A	B
1	Name	
2	David	
3	Bob	
4	Bill	
5	Mike	

FILE HOME INSERT PAGE LAYOUT

Cut Copy Format Painter

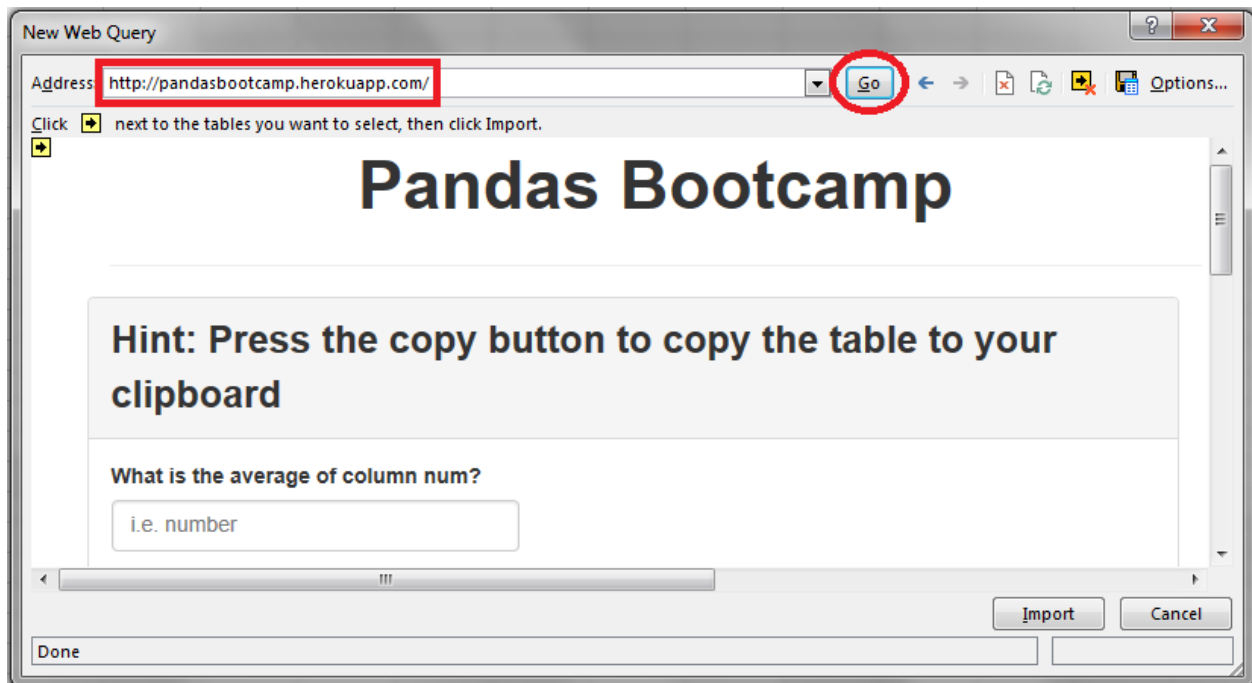
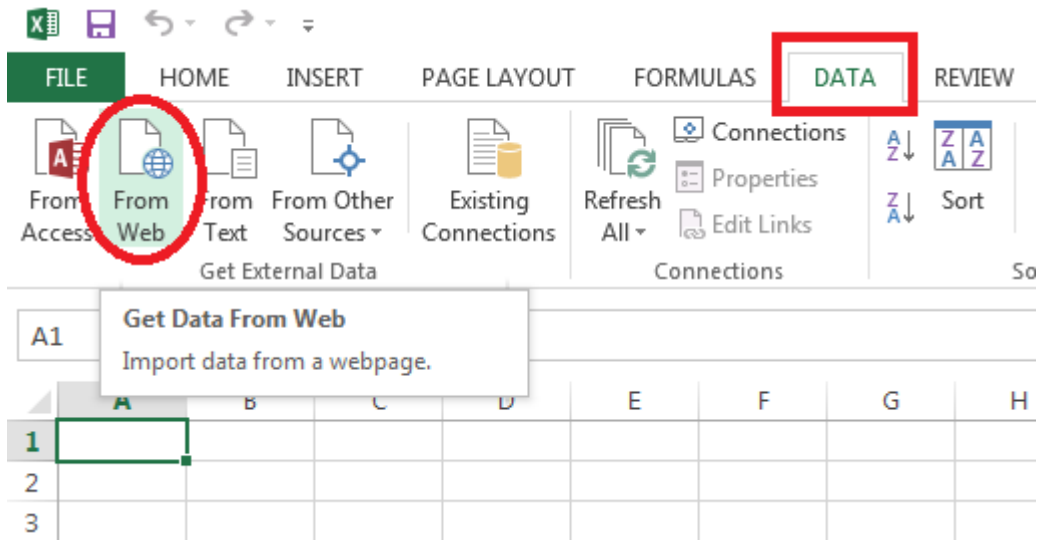
Clipboard Font

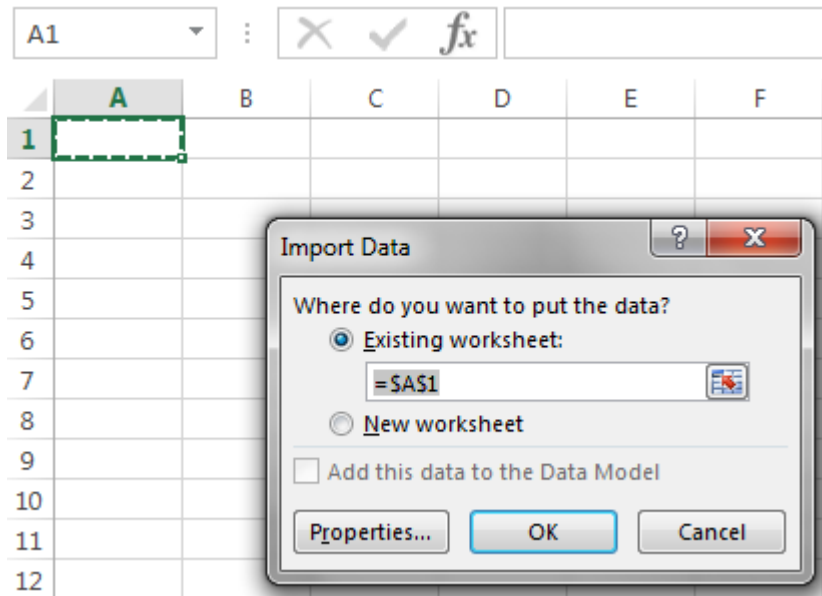
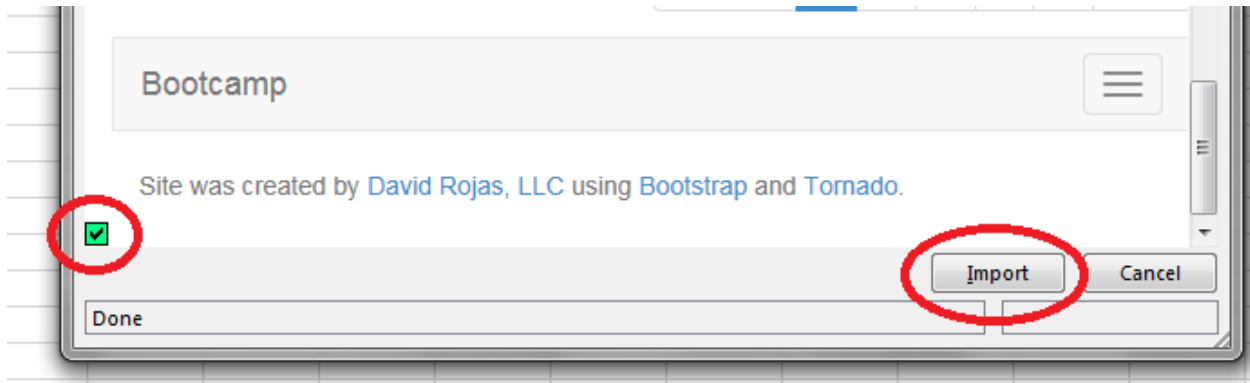
Calibri

B *I* U

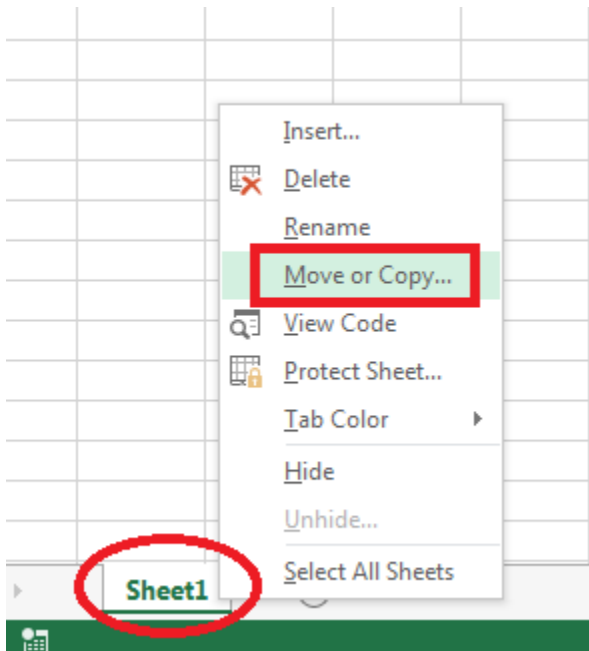
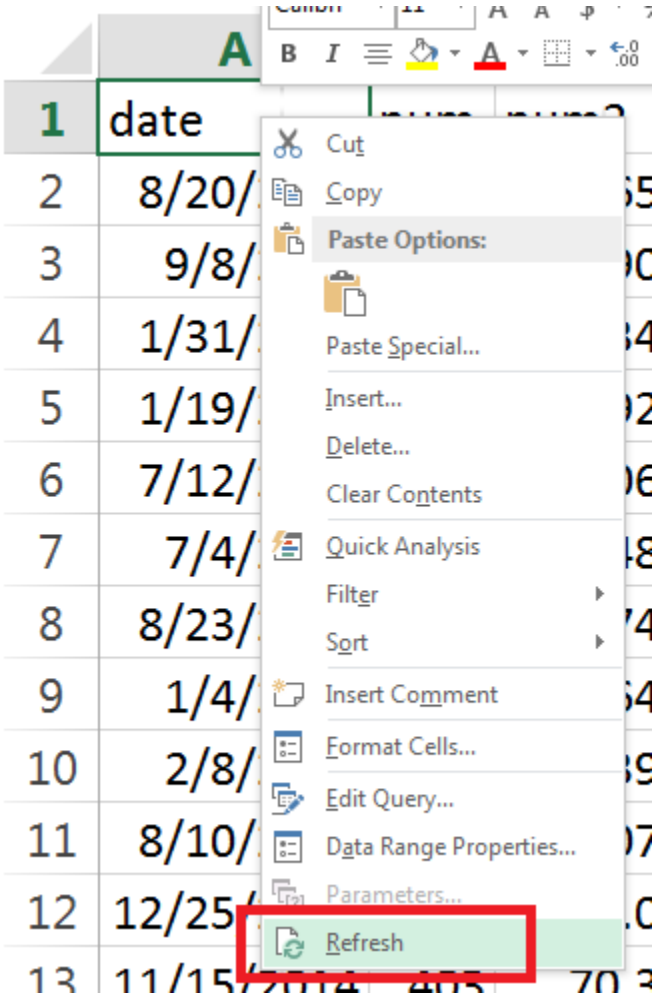
data_1 : X ✓ fx Na

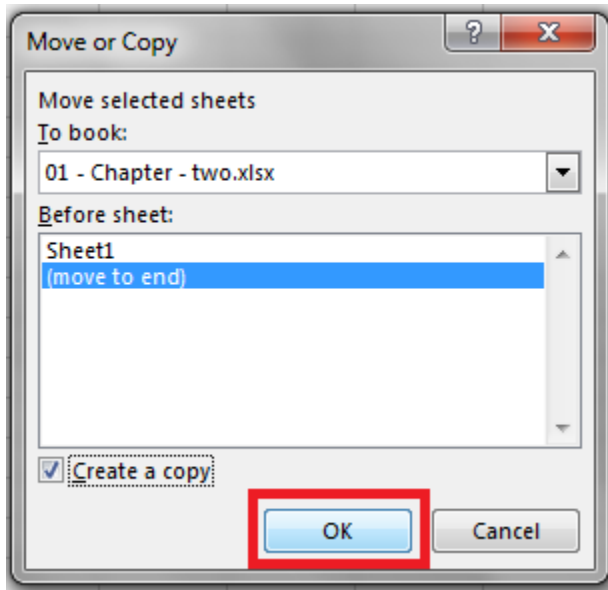
	A	B
1	Revenue	Name
2	321	David
3	45	Bob
4	7	Bill
5	23	Mike



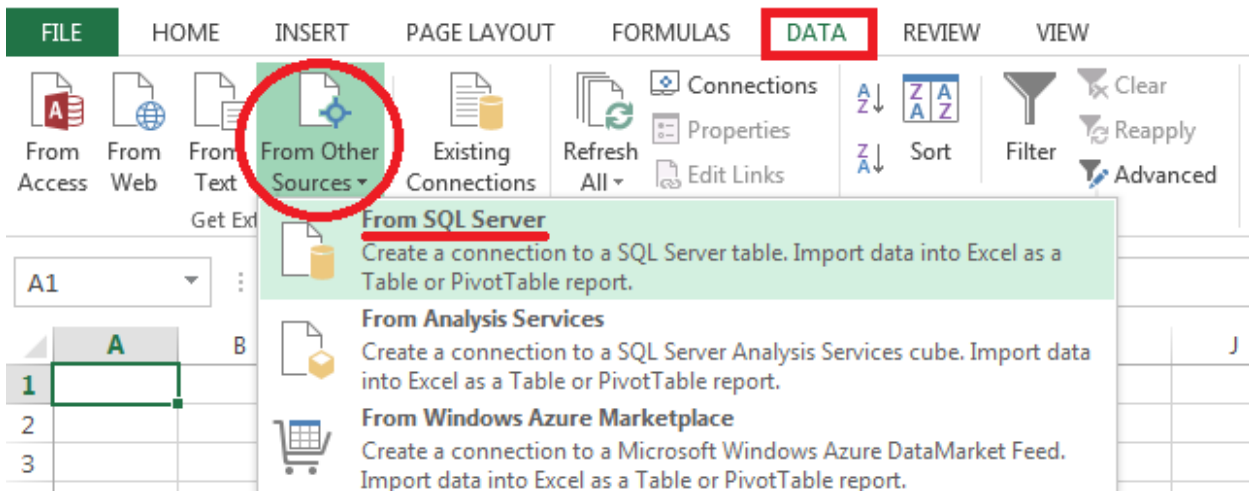


	A	B	C	D	E
1	date	num	num2	str	str2
2	8/20/2015	392	569.658797	boy	yellow
3	9/8/2015	592	726.905288	girl	green
4	1/31/2015	99	724.342905	girl	yellow
5	1/19/2015	361	2.920015	girl	green
6	7/12/2014	603	828.063695	girl	yellow
7	7/4/2016	950	876.482364	girl	blue
8	8/23/2015	672	368.749061	girl	purple
9	1/4/2014	806	939.647914	boy	blue
10	2/8/2015	750	240.394564	girl	purple






Chapter 2:



Data Connection Wizard

Connect to Database Server

Enter the information required to connect to the database server.



1. Server name:

2. Log on credentials

Use Windows Authentication

Use the following User Name and Password

User Name:


Password:

Cancel < Back Next > Finish

Data Connection Wizard

Connect to Database Server

Enter the information required to connect to the database server.



1. Server name:

2. Log on credentials

Use Windows Authentication

Use the following User Name and Password

User Name:

Password:

Cancel < Back **Next >** Finish

Connect to Database Engine

Microsoft SQL Server 2012

Server type: Database Engine

Server name: DAVID-THINK

Authentication: Windows Authentication

User name: david-THINK\david

Password:

Remember password

Connect Cancel Help Options >>

Data Connection Wizard

Select Database and Table

Select the Database and Table/Cube which contains the data you want.

Select the database that contains the data you want: BizIntel

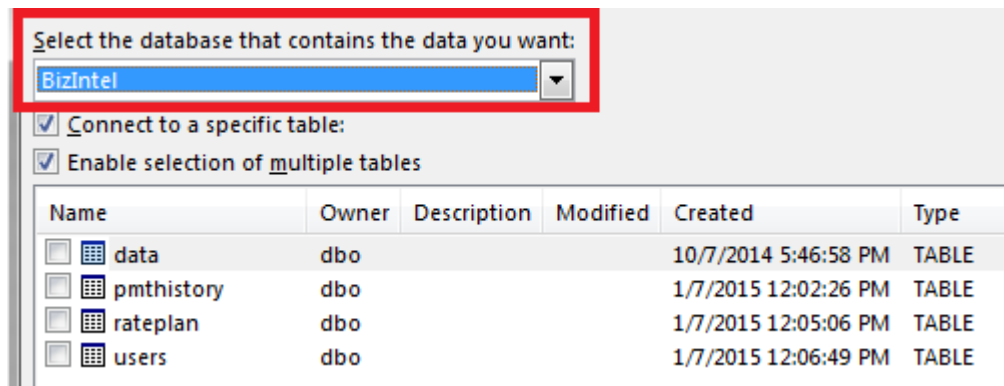
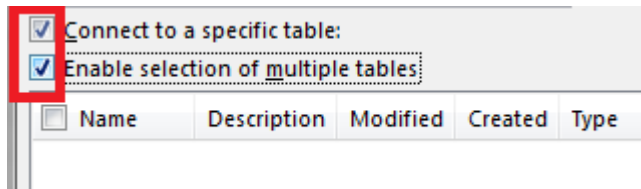
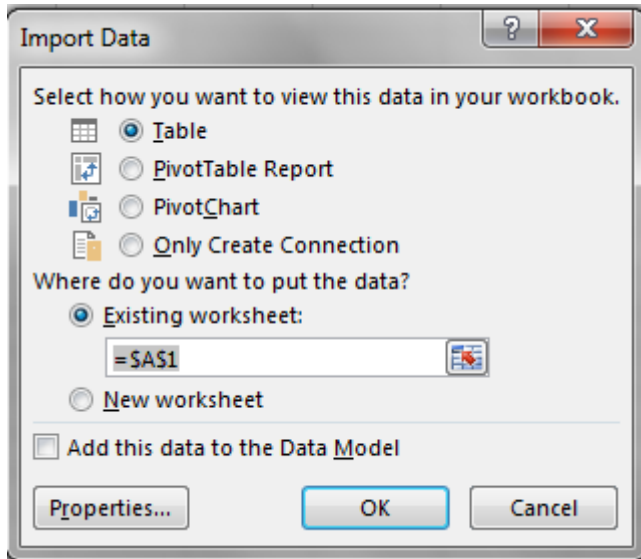
Connect to a specific table:
 Enable selection of multiple tables

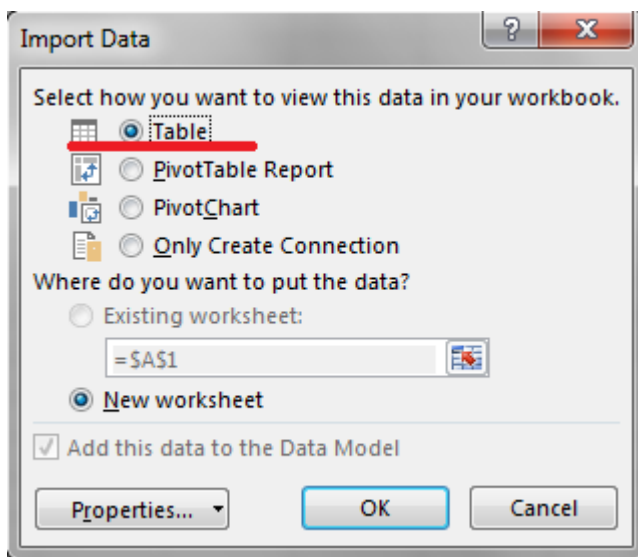
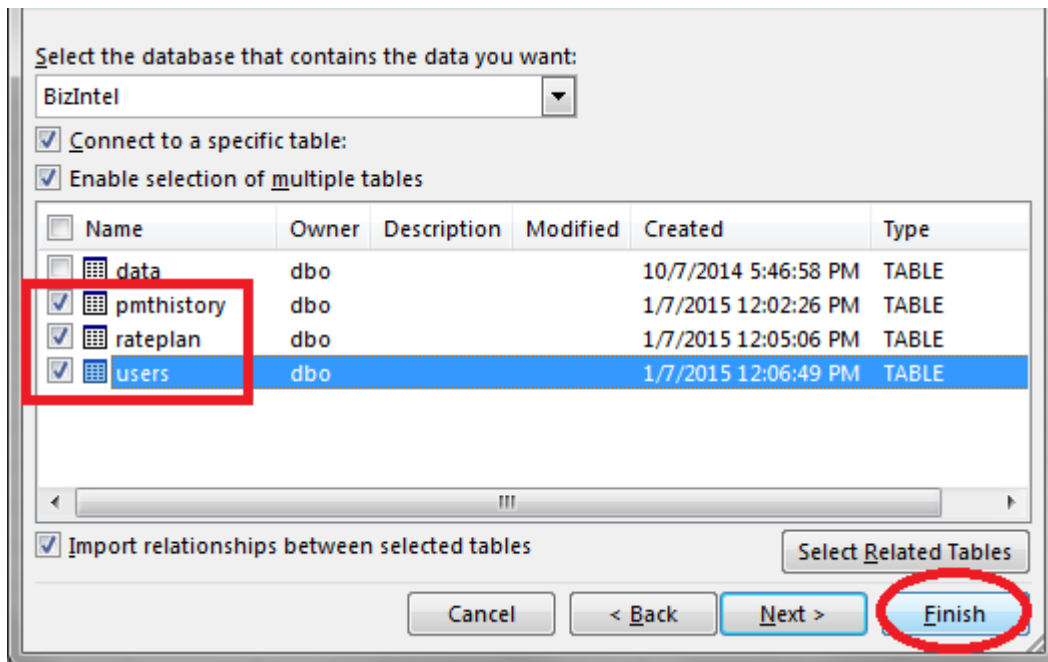
Name	Owner	Description	Modified	Created	Type
data	dbo			10/7/2014 5:46:58 PM	TABLE
pmthistory	dbo			1/7/2015 12:02:26 PM	TABLE
rateplan	dbo			1/7/2015 12:05:06 PM	TABLE
users	dbo			1/7/2015 12:06:49 PM	TABLE

Import relationships between selected tables

Select Related Tables

Cancel < Back Next > Finish





	A	B	C	D	E
1	id	ip	propertyname	firstname	lastname
2	1	10.220.202.80	property1	David	Rojas
3	3	10.226.67.253	property2	Bob	Rojas
4	2	10.220.202.80	property3	Mike	Stuff
5	4	10.93.15.240	property4	Mike	Stuff

TABLE TO

PAGE LAYOUT FORMULAS **DATA** REVIEW VIEW DESIGN

Existing Connections Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced

Connections Sort & Filter

Data Range Properties
Specify how cells connected to a data source will update, what contents from the source will be displayed, and how changes in the number of rows or columns in the data source will be handled in the workbook.

202.80	property1	Bob
67.253	property2	Bob
202.80	property3	Mike
5.240	property4	Mike

External Data Properties

Connection

Name: DAVID-THINK BizIntel users

Data formatting and layout

Include row numbers Preserve column sort/filter/layout

Adjust column width Preserve cell formatting

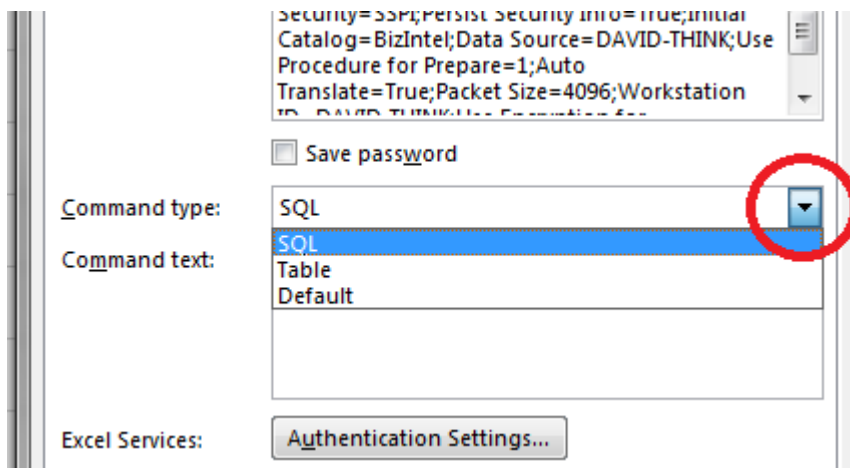
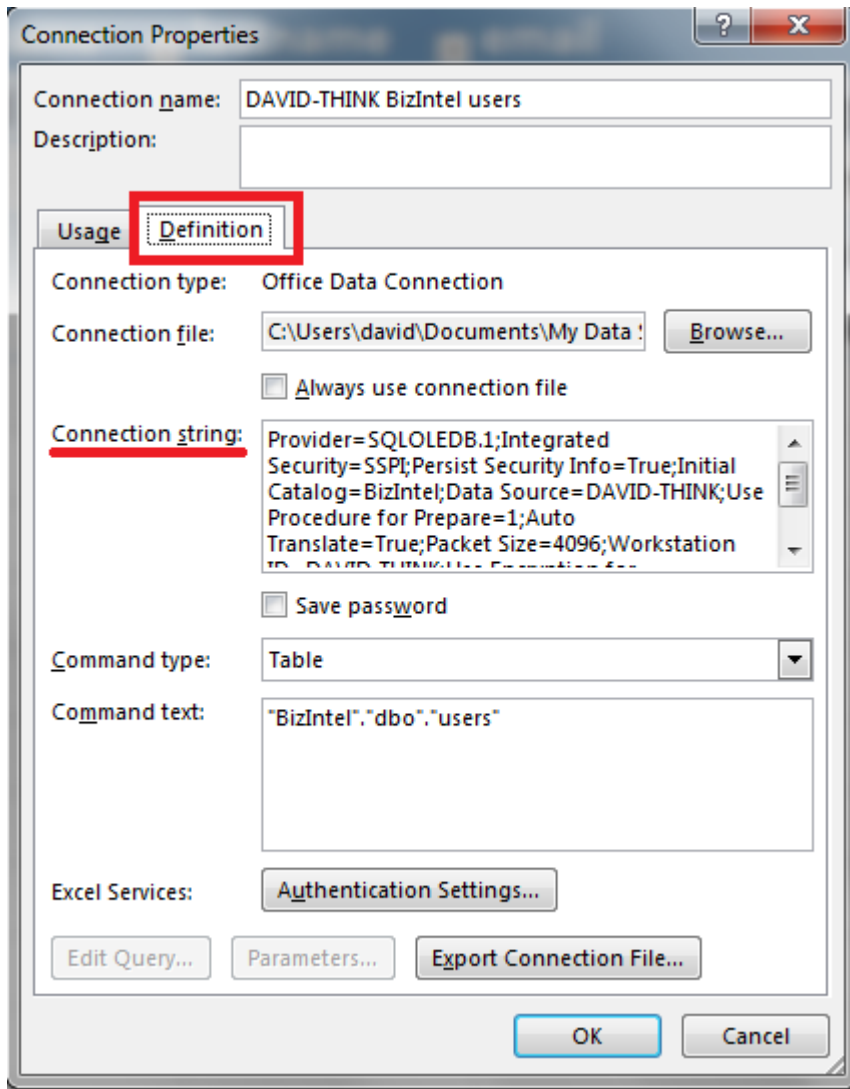
If the number of rows in the data range changes upon refresh:

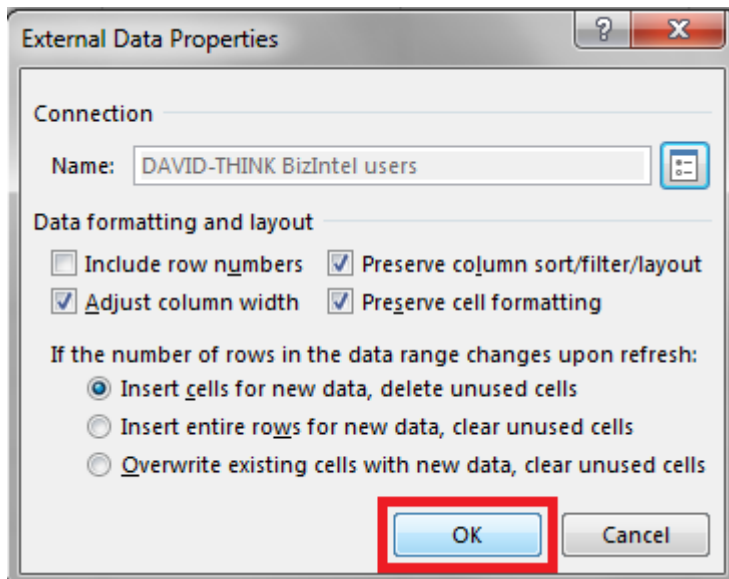
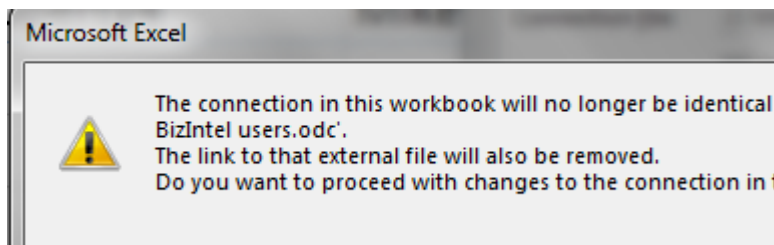
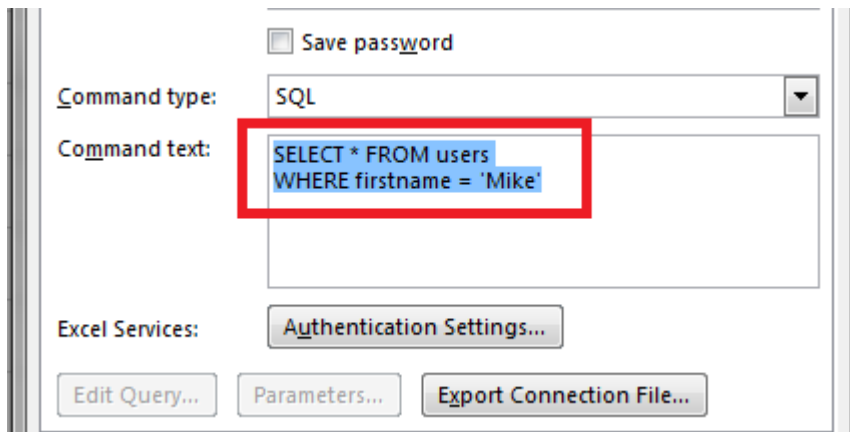
Insert cells for new data, delete unused cells

Insert entire rows for new data, clear unused cells

Overwrite existing cells with new data, clear unused cells

OK Cancel

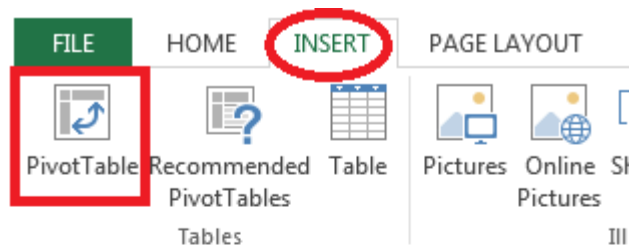




Chapter 3:

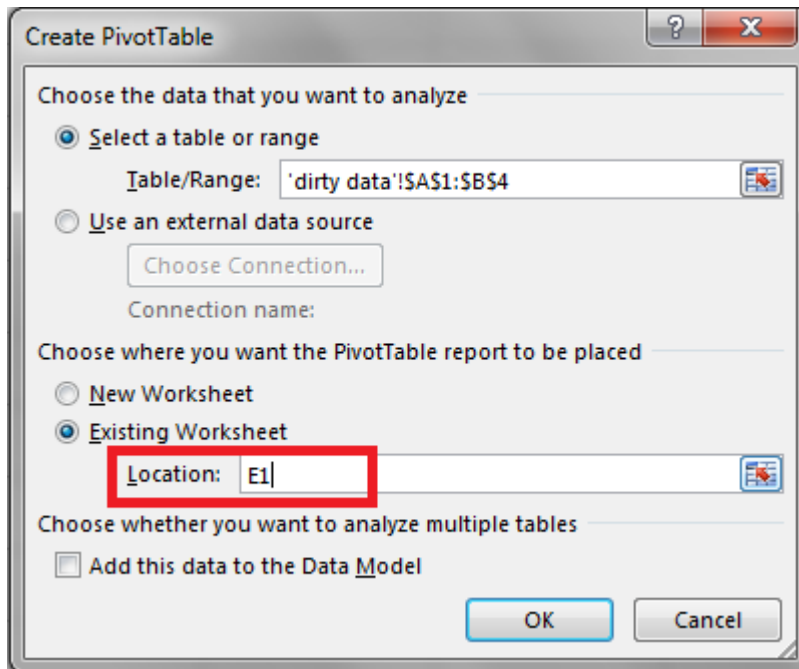
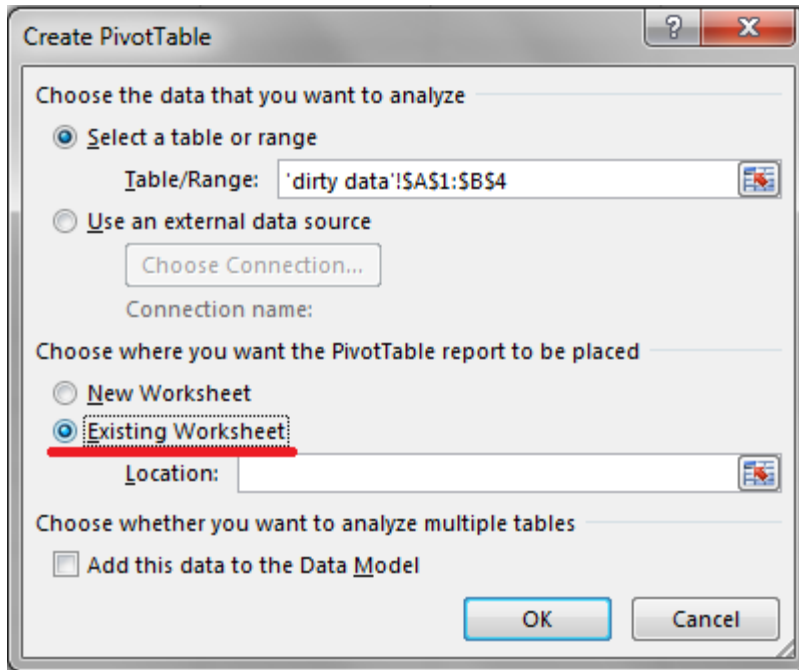
	A	B
1	Product	Sales
2	red apples	10
3	red apples	10
4	red apples	10

	A	B
1	Product	Sales
2	red apples	30



A1 : *fx* Product

	A	B
1	Product	Sales
2	red apples	10
3	red apples	10
4	red apples	10



PivotTable Fields ▼ ✕

Choose fields to add to report: ⚙️ ▼

Product
 Sales

MORE TABLES...

Drag fields between areas below:

▼ FILTERS	 COLUMNS
≡ ROWS	Σ VALUES

PivotTable Fields ▼ ✕

Choose fields to add to report: ⚙️ ▼

Product
 Sales

MORE TABLES...

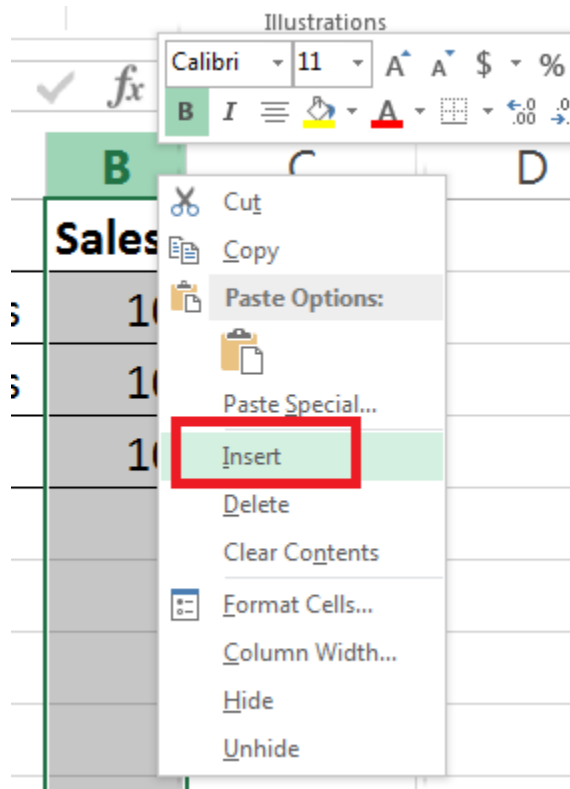
E	F
Row Labels	Sum of Sales
red apples	10
red apples	10
red apples	10
Grand Total	30

A2 : X ✓ fx red apples

	A	B	C
1	Product	Sales	
2	red apples	10	
3	red apples	10	
4	red apples	10	

B1 : X ✓ fx Sales

	A	B
1	Product	Sales
2	red apples	10
3	red apples	10
4	red apples	10



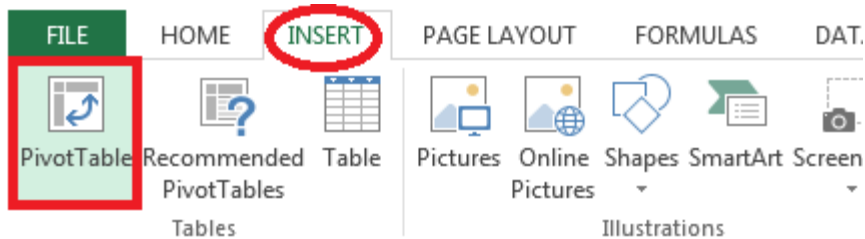
	A	B	C
1	Product	Product_Clean	Sales
2	red apples		10
3	red apples		10
4	red apples		10

A2 : =trim(A2

	A	B	C
1	Product	Product_Clean	Sales
2	red apples	=trim(A2)	10
3	red apples	TRIM(text)	10
4	red apples		10

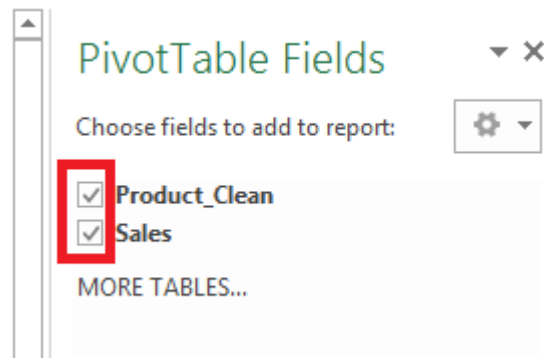
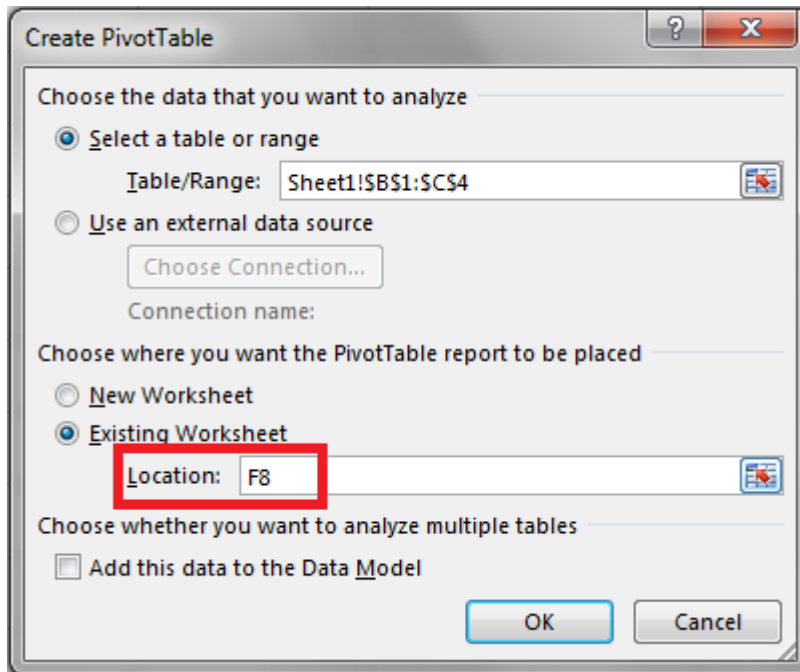
	A	B	C
1	Product	Product_Clean	Sales
2	red apples	red apples	10
3	red apples		10
4	red apples		10

	A	B	C
1	Product	Product_Clean	Sales
2	red apples	red apples	10
3	red apples	red apples	10
4	red apples	red apples	10
5			



B1 : X ✓ fx Product_Clean

	A	B	C
1	Product	Product_Clean	Sales
2	red apples	red apples	10
3	red apples	red apples	10
4	red apples	red apples	10



Row Labels	Sum of Sales
red apples	30
Grand Total	30

	A
1	Name
2	david Rojas
3	Bill Fergus
4	Mary blue
5	BOB BOBBY
6	MikE HoPe

	A	B
1	Name	
2	david Rojas	=proper(A2)
3	Bill Fergus	PROPER(text)
4	Mary blue	
5	BOB BOBBY	
6	MikE HoPe	

	A	B
1	Name	
2	david Rojas	David Rojas
3	Bill Fergus	Bill Fergus
4	Mary blue	Mary Blue
5	BOB BOBBY	Bob Bobby
6	MikE HoPe	Mike Hope

	A
1	Color
2	blue
3	blue
4	red
5	green

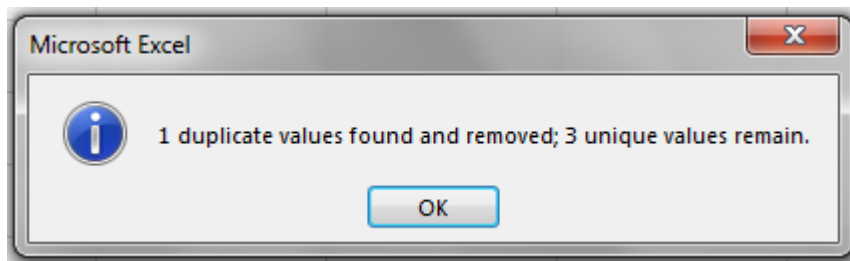
The image shows the Microsoft Excel ribbon with the 'DATA' tab selected. The 'Remove Duplicates' button is highlighted with a red box. A tooltip is displayed over the button, providing instructions on how to use it.

Remove Duplicates
Delete duplicate rows from a sheet.
You can pick which columns should be checked for duplicate information.

The 'Remove Duplicates' dialog box is shown. It contains the following elements:

- Instruction: "To delete duplicate values, select one or more columns that contain duplicates."
- Buttons: "Select All" and "Unselect All".
- Checkbox: "My data has headers" (checked).
- Columns list: A list box containing "Color" with a checked checkbox.
- Buttons: "OK" and "Cancel".

	A
1	Color
2	blue
3	red
4	green
5	



	A
1	<i>Product, Sales</i>
2	<i>red apples, 10</i>
3	<i>red apples, 10</i>
4	<i>red apples, 10</i>

DATA REVIEW VIEW

Text to Columns

Flash Fill Remove Duplicates Data Validation

Sort & Filter Data Tools

Text to Columns

Split a single column of text into multiple columns.

For example, you can separate a column of full names into separate first and last name columns.

You can choose how to split it up: fixed width or split at each comma, period, or other character.

[? Tell me more](#)

C	D	E

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

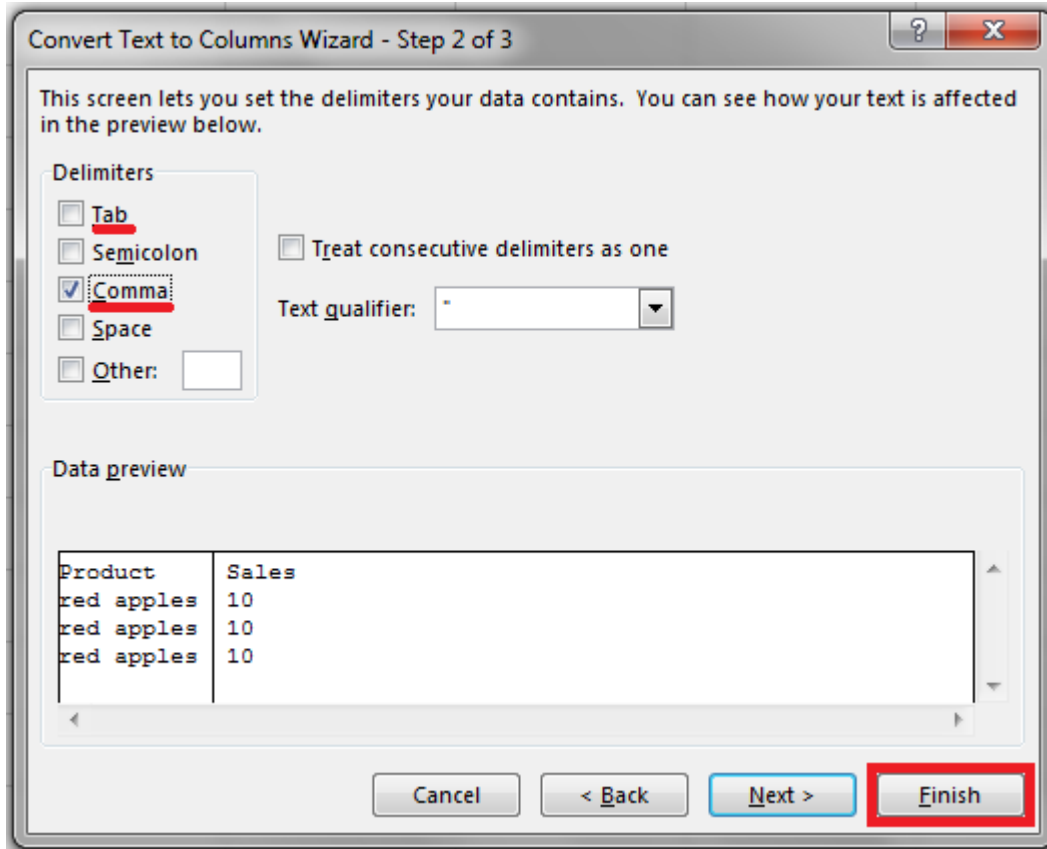
Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Product, Sales
2	red apples, 10
3	red apples, 10
4	red apples, 10
5	

Cancel < Back **Next >** Finish



	A	B
1	<i>Product</i>	<i>Sales</i>
2	<i>red apples</i>	10
3	<i>red apples</i>	10
4	<i>red apples</i>	10

	A	B
1	First	Last
2	David	Rojas
3	Bill	Fergus
4	Mary	Blue
5	Bob	Bobby
6	Mike	Hope

	A	B	C
1	First	Last	
2	David	Rojas	=A2
3	Bill	Fergus	
4	Mary	Blue	
5	Bob	Bobby	
6	Mike	Hope	

	A	B	C
1	First	Last	
2	David	Rojas	=A2&B2
3	Bill	Fergus	
4	Mary	Blue	
5	Bob	Bobby	
6	Mike	Hope	

	A	B	C
1	First	Last	
2	David	Rojas	DavidRojas
3	Bill	Fergus	

SUM : ✕ ✓ *fx* =A2&B2


	A	B	C
1	First	Last	
2	David	Rojas	=A2&B2
3	Bill	Fergus	

SUM : ✕ ✓ *fx* =A2&" "&B2

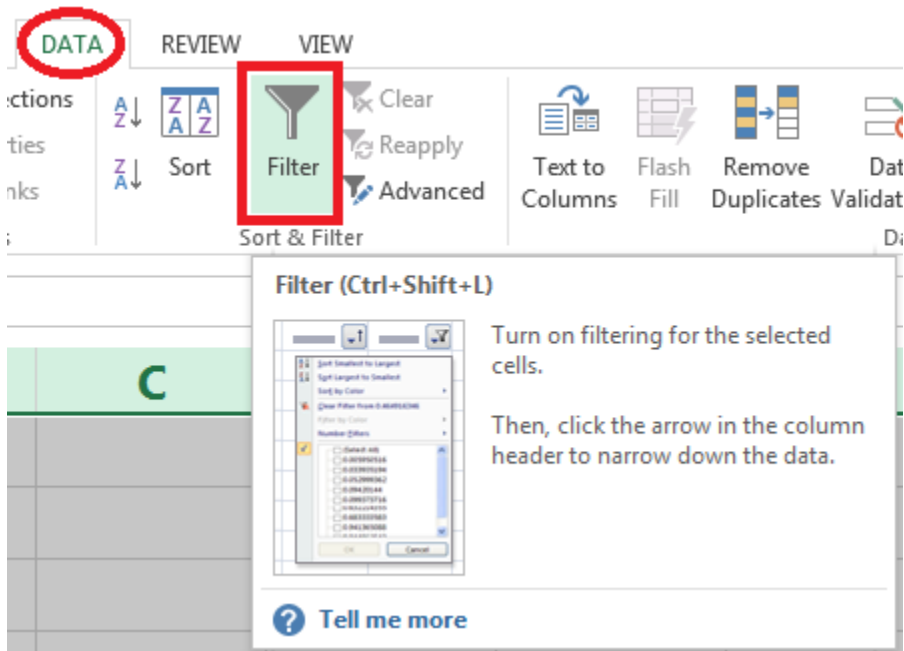
	A	B	C
1	First	Last	
2	David	Rojas	=A2&" "&B2
3	Bill	Fergus	

	A	B	C
1	First	Last	
2	David	Rojas	David Rojas
3	Bill	Fergus	

	A
1	String
2	123 Mill Street
3	123 Mill St.
4	123 Mill Str
5	#2 Electronic Store
6	#22 Electronic Store
7	#13 Electronic Store



	A
1	String
2	123 Mill Street



DATA REVIEW VIEW

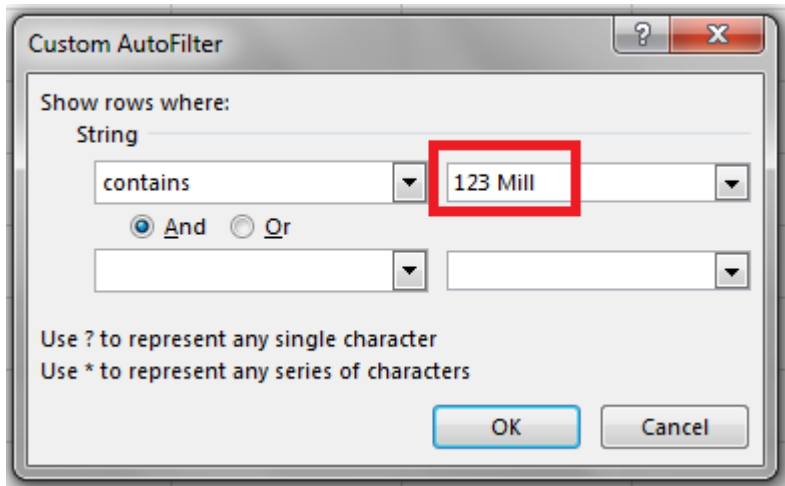
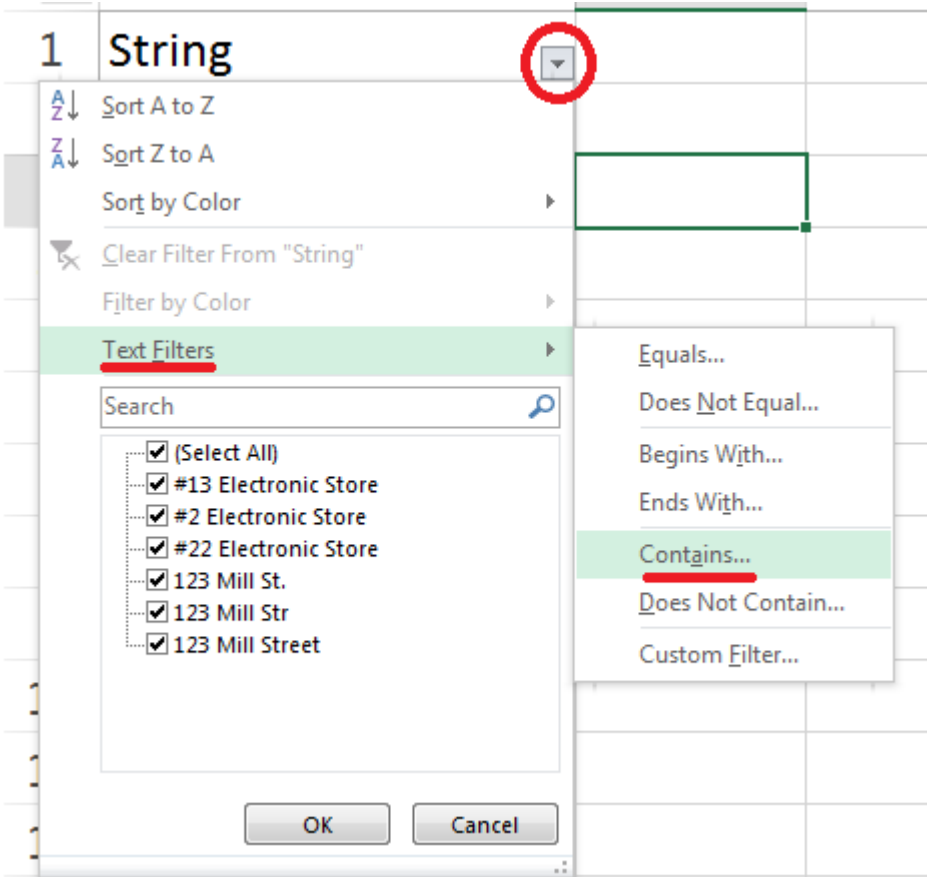
Sort & Filter

Filter (Ctrl+Shift+L)

Turn on filtering for the selected cells.

Then, click the arrow in the column header to narrow down the data.

[Tell me more](#)

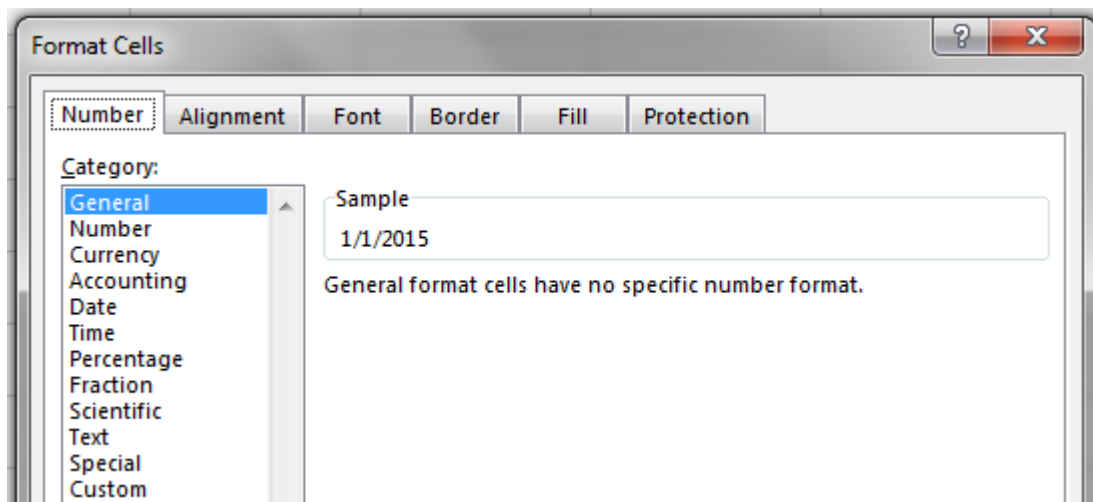


	A
1	String <input type="text"/>
2	123 Mill Street
3	123 Mill St.
4	123 Mill Str
8	

	A
1	String <input type="text"/>
2	123 Mill Street
3	123 Mill Street
4	123 Mill Street
8	

	A
1	String
2	123 Mill Street
3	123 Mill Street
4	123 Mill Street
5	#2 Electronic Store
6	#22 Electronic Store
7	#13 Electronic Store

	A
1	Dates
2	1/1/2015
3	2/1/2015
4	3/1/2015



D2 : *fx* =YEAR(A2)

	A	B	C	D
1	Dates	Day	Month	Year
2	1/1/2015	1	1	2015
3	2/1/2015			
4	3/1/2015			

	A
1	Numbers
2	100
3	150
4	200

	A	B	C	D	E
1	Numbers				
2	100				
3	150				
4	200				
5					

The number in this cell is formatted as text or preceded by an apostrophe.

1	Numbers	
2	100	
3	150	
4	200	
5		
6		

- Number Stored as Text
- Convert to Number
- Help on this error
- Ignore Error
- Edit in Formula Bar
- Error Checking Options...

Chapter 4:

	A
1	=5+5

	A
1	#NAME?

	A
1	hello world

	A	B	C	D
1	String1	String2	Number	Combined
2	I am	years old.	20	

A2 : *fx* =A2

	A	B	C	D
1	String1	String2	Number	Combined
2	I am	years old.	20	=A2

	A	B	C	D
1	String1	String2	Number	Combined
2	I am	years old.	20	=A2&C2&B2

	A	B	C	D
1	String1	String2	Number	Combined
2	I am	years old.	20	=A2&" "&C2&" "&B2

	A	B	C
1	String	Find \$	Remove \$
2	\$David		
3	Da\$vid		
4	David\$		

B2 : *fx* =find("\$",A2)

	A	B	C
1	String	Find \$	Remove \$
2	\$David	=find("\$",A2)	
3	Da\$vid		
4	David\$		

	A	B	C
1	String	Find \$	Remove \$
2	\$David	1	
3	Da\$vid		

	A	B	C
1	String	Find \$	Remove \$
2	\$David	1	
3	Da\$vid	3	
4	David\$	6	
5			

SUBSTITUTE : *fx* =REPLACE(A2,B2,1,"")

	A	B	C	D	E
1	String	Find \$	Remove \$		
2	\$David	1	=REPLACE(A2,B2,1,"")		
3	Da\$vid	3	<small>REPLACE(old_text, start_num, num_chars, new_text)</small>		
4	David\$	6			

	A	B	C
1	String	Find \$	Remove \$
2	\$David	1	David
3	Da\$vid	3	David
4	David\$	6	David
5			

	A	B	C	D
1	Fruit	Inventory	Buy	How Many?
2	Apples	200		
3	Grapes	50		
4	Pears	150		
5	Bananas	175		

SUBSTITUTE : =IF(B2<200,"yes","no")

	A	B	C	D
1	Fruit	Inventory	Buy	How Many?
2	Apples	200	=IF(B2<200,"yes","no")	
3	Grapes	50		
4	Pears	150		
5	Bananas	175		

IF(logical_test, [value_if_true], [value_if_false])

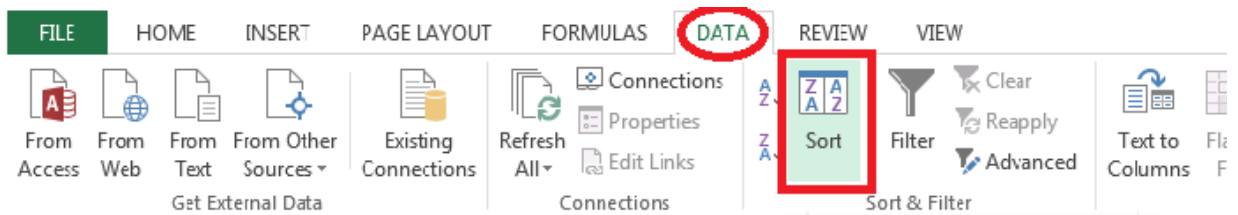
	A	B	C	D
1	Fruit	Inventory	Buy	How Many?
2	Apples	200	no	
3	Grapes	50	yes	
4	Pears	150	yes	
5	Bananas	175	yes	
6				

SUBSTITUTE ▾ : *fx* =IF(C2="yes",200-B2,0)

	A	B	C	D	E
1	Fruit	Inventory	Buy	How Many?	
2	Apples	200	no	=IF(C2="yes",200-B2,0)	
3	Grapes	50	yes		
4	Pears	150	yes		
5	Bananas	175	yes		

	A	B	C	D
1	Fruit	Inventory	Buy	How Many?
2	Apples	200	no	0
3	Grapes	50	yes	150
4	Pears	150	yes	50
5	Bananas	175	yes	25

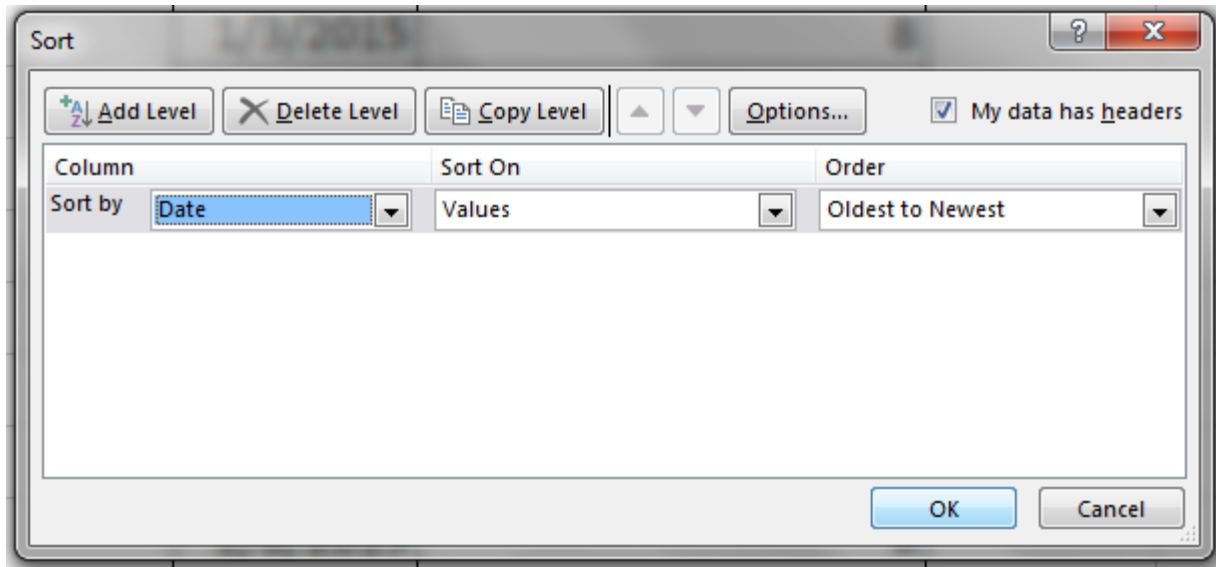
	A	B	C	D	E
1	Date	Report Inventory		Date	Accounting Inventory
2	1/1/2015	564		1/5/2015	2
3	1/2/2015	59		1/4/2015	3
4	1/3/2015	8		1/3/2015	8
5	1/4/2015	2		1/1/2015	564
6	1/5/2015	3		1/2/2015	59
7	1/6/2015	8		1/10/2015	6
8	1/7/2015	684		1/9/2015	65
9	1/8/2015	4		1/8/2015	4
10	1/9/2015	65		1/7/2015	684
11	1/10/2015	9		1/6/2015	8



A1 : X ✓ fx Date

	A	B	C	D	E
1	Date	Report Inventory		Date	Accounting Inventory
2	1/1/2015	564		1/5/2015	
3	1/2/2015	59		1/4/2015	
4	1/3/2015	8		1/3/2015	
5	1/4/2015	2		1/1/2015	
6	1/5/2015	3		1/2/2015	
7	1/6/2015	8		1/10/2015	
8	1/7/2015	684		1/9/2015	
9	1/8/2015	4		1/8/2015	
10	1/9/2015	65		1/7/2015	
11	1/10/2015	9		1/6/2015	

Sort
Find values quickly by sorting your data.
[Tell me more](#)




C2 : *fx* =if(B2=E2,"pass","fail")

	A	B	C	D	
1	Date	Report Inventory		Date	Ac
2	1/1/2015	564	=if(B2=E2,"pass","fail")		

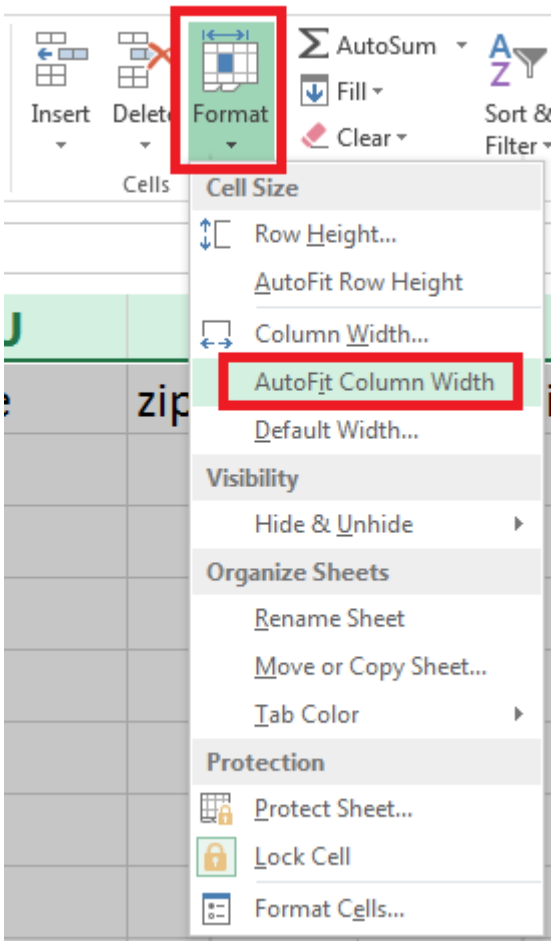
	A	B	C	D	E
1	Date	Report Inventory		Date	Accounting Inventory
2	1/1/2015	564	pass	1/1/2015	564
3	1/2/2015	59	pass	1/2/2015	59
4	1/3/2015	8	pass	1/3/2015	8
5	1/4/2015	2	fail	1/4/2015	3
6	1/5/2015	3	fail	1/5/2015	2
7	1/6/2015	8	pass	1/6/2015	8
8	1/7/2015	684	pass	1/7/2015	684
9	1/8/2015	4	pass	1/8/2015	4
10	1/9/2015	65	pass	1/9/2015	65
11	1/10/2015	9	fail	1/10/2015	6

Chapter 5:

F	G	H	I
email	phonenumber	address	city
HernanDR	1.23E+09	123 NW 1st	Miami
hernandrc	2.35E+09	456 NW 2nd	Miami
mstuff@s	3.46E+09	789 SW 3rd	San Francisco
mstuff@s	3.46E+09	567 SW 4th	San Francisco



	A
1	id
2	1



Cells

Insert Delete **Format** AutoSum Fill Clear Sort & Filter

Cell Size

- Row Height...
- AutoFit Row Height
- Column Width...
- AutoFit Column Width**
- Default Width...

Visibility

- Hide & Unhide

Organize Sheets

- Rename Sheet
- Move or Copy Sheet...
- Tab Color

Protection

- Protect Sheet...
- Lock Cell
- Format Cells...

F	G	H
email	phonenumber	address
HernanDRojas@gmail.com	1234567890	123 NW 1th RD
hernandrojas@gmail.com	2345678901	456 NW 2th RD
mstuff@someplace.com	3456789012	789 SW 3rd Dr
mstuff@someplace.com	3456789012	567 SW 4th Dr

A	B	C	D	E	F	G	H	I	J
id	name	price	limit	default	lockedin	signupexp	effbegindate	effenddate	dateadded
1	default	1		1		1/1/2099	1/1/2014	1/1/2099	3/27/2014
2	free	0				1/1/2099	1/1/2014	1/1/2099	3/28/2014

id	ip	userid	rateplanid	status	dateadded
8	10.185.0.100	50		FALSE	6/6/2014
9	10.185.157.183	1	1	TRUE	6/6/2014
10	10.42.121.33	3	1	TRUE	7/9/2014
11	10.123.47.121	3	1	FALSE	7/10/2014
12	10.228.25.238	3	1	FALSE	7/10/2014

F	G
dateadded	month
6/6/2014	6/1/2014
6/6/2014	
7/9/2014	

F	G
dateadded	month
6/6/2014	6/1/2014
6/6/2014	6/1/2014
7/9/2014	
7/10/2014	

F	G
dateadded	month
6/6/2014	6/1/2014
6/6/2014	6/1/2014
7/9/2014	7/1/2014
7/10/2014	7/1/2014
7/10/2014	7/1/2014
7/10/2014	7/1/2014
7/10/2014	7/1/2014

Row Labels	Sum of id
6/1/2014	17
7/1/2014	6396
8/1/2014	2337
9/1/2014	1662
Grand Total	10412

PivotTable Fields

Choose fields to add to report:

- id
- ip
- userid
- rateplanid
- status
- dateadded
- month

MORE TABLES...

Drag fields between areas below:

<p>▼ FILTERS</p>	<p> COLUMNS</p>
<p>≡ ROWS</p> <p>month ▼</p>	<p>Σ VALUES</p> <p>Sum of id ▼</p>

Drag fields

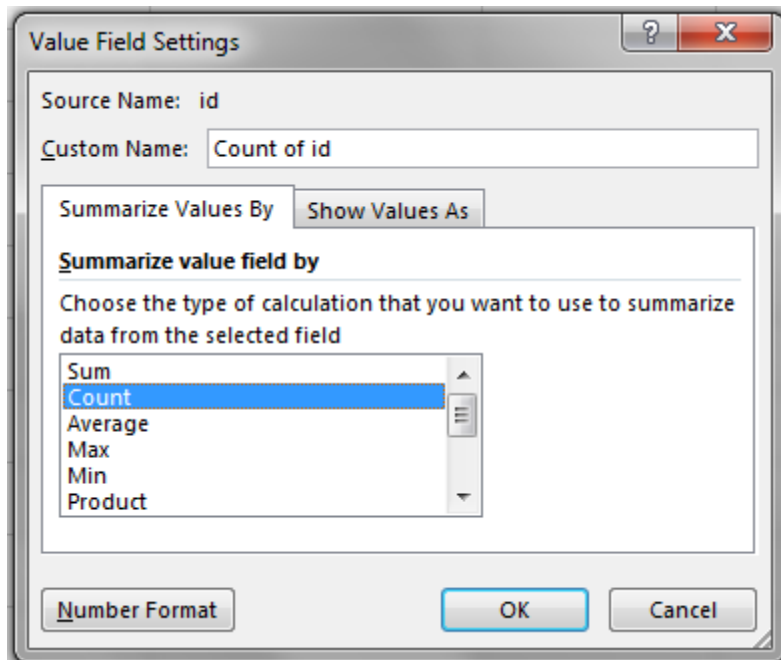
▼ FILTERS

≡ ROWS

month ▼

Sum of id ▼

- Move Up
- Move Down
- Move to Beginning
- Move to End
- ▼ Move to Report Filter
- ≡ Move to Row Labels
- |||| Move to Column Labels
- Σ Move to Values
- ✕ Remove Field
- Value Field Settings...



I	J
Row Labels	Count of id
6/1/2014	2
7/1/2014	104
8/1/2014	19
9/1/2014	12
Grand Total	137

I	J
Row Labels	Count of id
6/1/2014	2
7/1/2014	104
8/1/2014	19
9/1/2014	12
Grand Total	137

PIVOTABLE TOOLS 03 - Lesson.xlsx - Excel

ANALYZE DESIGN

Bing Maps People Graph **Recommended Charts** Charts PivotChart

Recommended Charts
 Want us to recommend a good chart to showcase your data?
 Select data in your worksheet and click this button to get a customized set of charts that we think will fit best with your data.

F H
 datead
 6/6/2

Insert Chart [?] [X]

All Charts

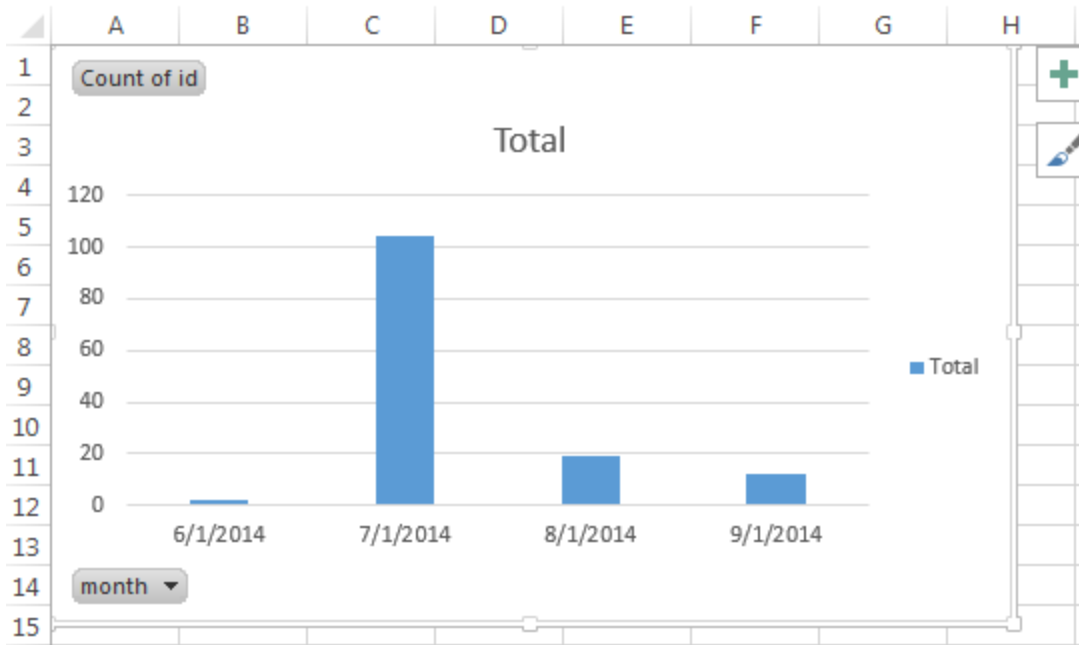
- Recent
- Templates
- Column**
- Line
- Pie
- Bar
- Area
- X Y (Scatter)
- Stock
- Surface
- Radar
- Combo

Clustered Column

Date	Total
6/1/2024	5
7/1/2024	105
8/1/2024	20
9/1/2024	15

OK Cancel

Sheet2 Sheet1 (+)



Data Analysis

Analysis

Data Analysis Tools

Tools for financial and scientific data analysis.

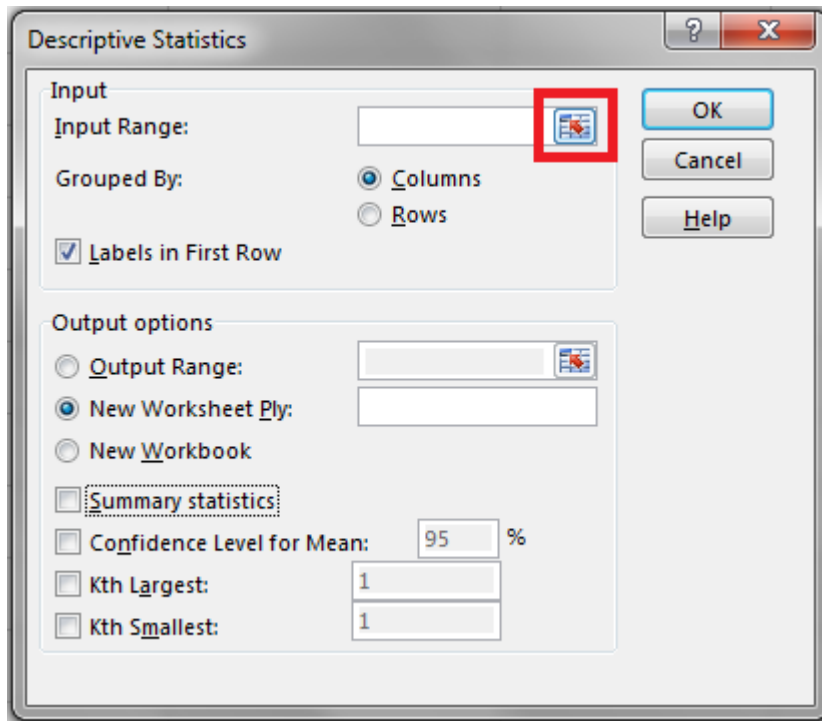
FUNCRES.XLAM
[Tell me more](#)

Data Analysis [?] [X]

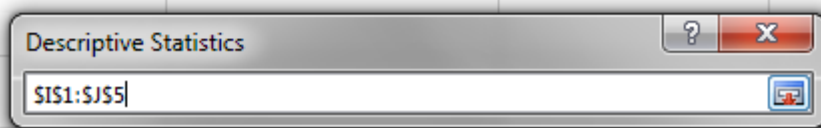
Analysis Tools

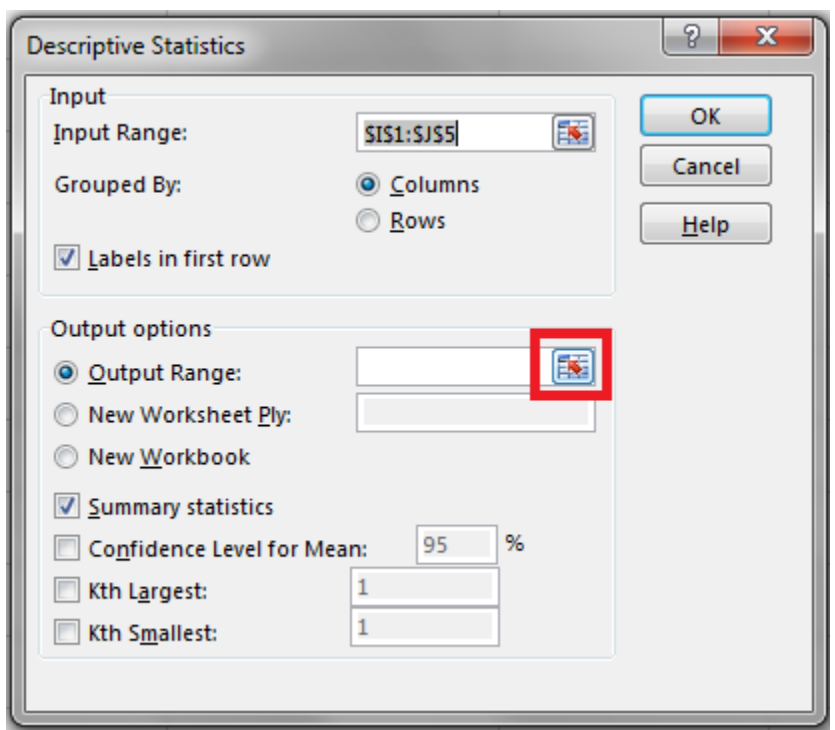
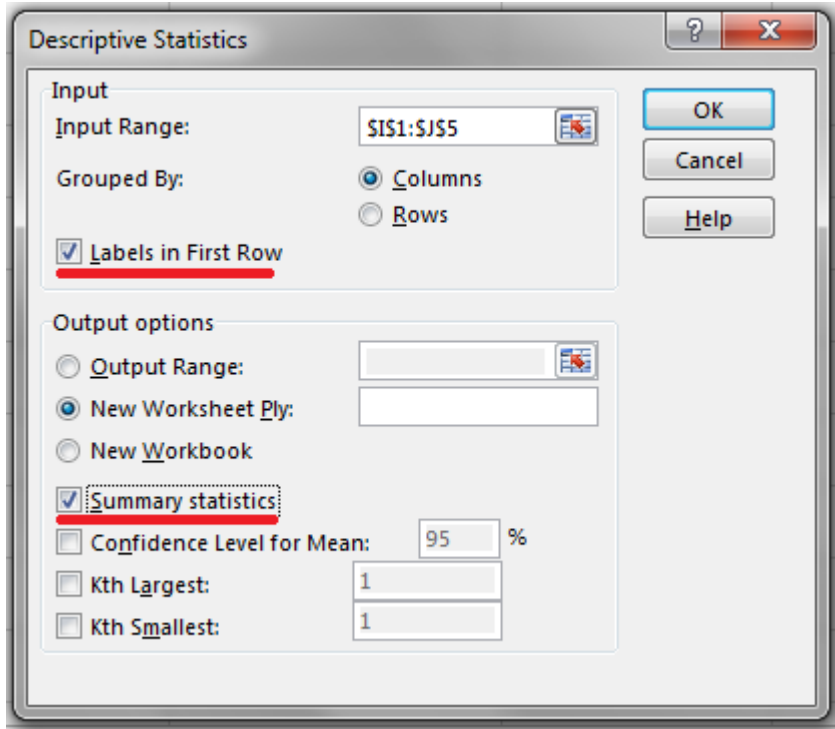
- Anova: Single Factor
- Anova: Two-Factor With Replication
- Anova: Two-Factor Without Replication
- Correlation
- Covariance
- Descriptive Statistics**
- Exponential Smoothing
- F-Test Two-Sample for Variances
- Fourier Analysis
- Histogram

OK
 Cancel
 Help

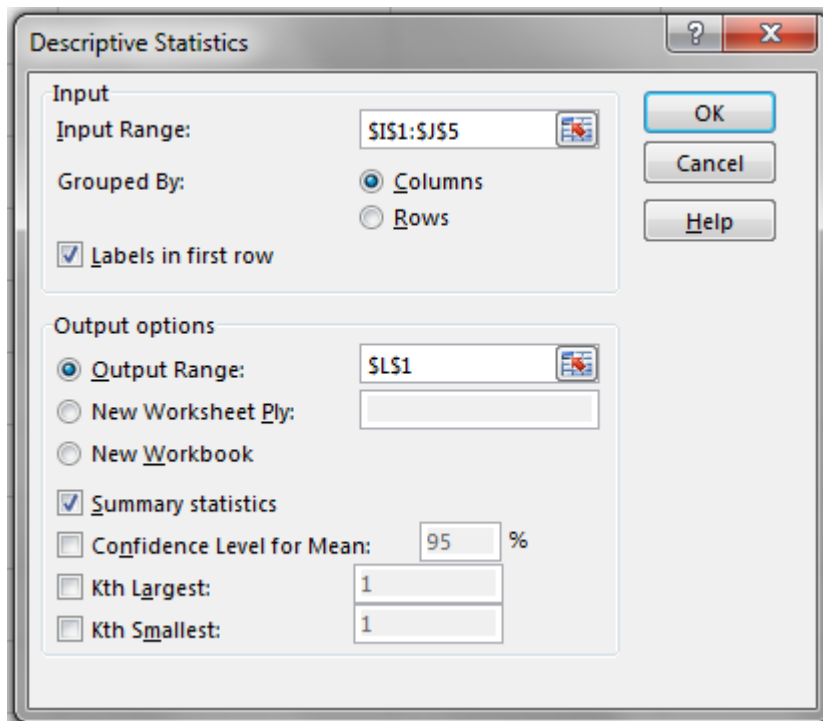
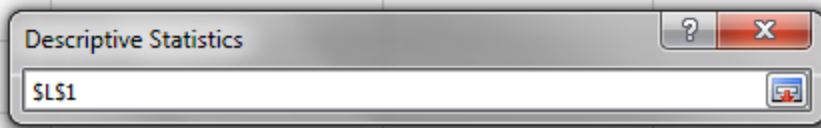


H	I	J
	Row Labels	Count of id
	6/1/2014	2
	7/1/2014	104
	8/1/2014	19
	9/1/2014	12
	Grand Total	137

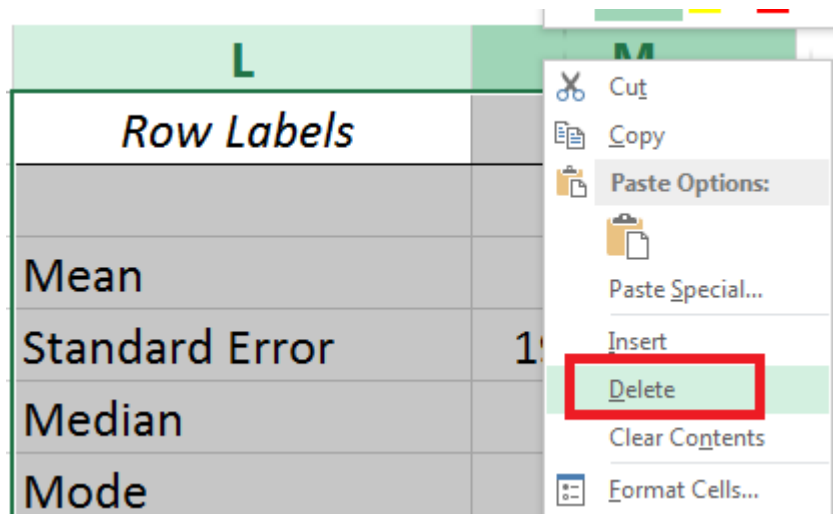




	I	J	K	L
Row Labels		Count of id		
6/1/2014		2		
7/1/2014		104		
8/1/2014		19		
9/1/2014		12		
Grand Total		137		



L	M	N	O
<i>Row Labels</i>		<i>Count of id</i>	
Mean	41836.75	Mean	34.25
Standard Error	19.81739556	Standard Error	23.51019282
Median	41836.5	Median	15.5
Mode	#N/A	Mode	#N/A
Standard Deviation	39.63479111	Standard Deviation	47.02038565
Sample Variance	1570.916667	Sample Variance	2210.916667
Kurtosis	-1.245906083	Kurtosis	3.581937939
Skewness	0.030126261	Skewness	1.867638487
Range	92	Range	102
Minimum	41791	Minimum	2
Maximum	41883	Maximum	104
Sum	167347	Sum	137
Count	4	Count	4



Chapter 6:

pmthistory	rateplan	users	+
------------	----------	--------------	---

	A	B	C	D	E	F
1	id	ip	userid	rateplan	status	dateadded
2	8	10.185.0.1	50		FALSE	6/6/2014
3	9	10.185.157	1	1	TRUE	6/6/2014
4	10					7/9/2014
5	11					#####
6	12					#####
7	13					#####
8	14					#####
9	15					#####
10	16					#####
11	17					#####
12	18	10.228.29.	3	1	FALSE	#####

Create Table

Where is the data for your table?

=SAS1:SFS138

My table has headers

OK Cancel

TABLE TOOLS

VIEW DESIGN

Header Row First Column Total Row Banded Rows Last Column Banding Resize Table Properties

Table Name: pmthistory

FILE

Table Name: rateplan

Resize Table Properties

dateadded	price
6/6/2014	
6/6/2014	

rateplanid	status	dateadded	price	H	I	J
	FALSE	6/6/2014	=vlookup([@rateplanid]			
1	TRUE	6/6/2014	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])			

A1 : fx =vlookup([@rateplanid],rateplan[#All])

	A	B	C	D	E	F	G	H	I	J
1	id	name	price	limit	default	lockedin	signupexp	effbegindate	effenddate	dateadded
2	1	default	1		1		1/1/2099	1/1/2014	1/1/2099	3/27/2014
3	2	free	0				1/1/2099	1/1/2014	1/1/2099	3/28/2014

fx =vlookup([@rateplanid],rateplan[#All],3

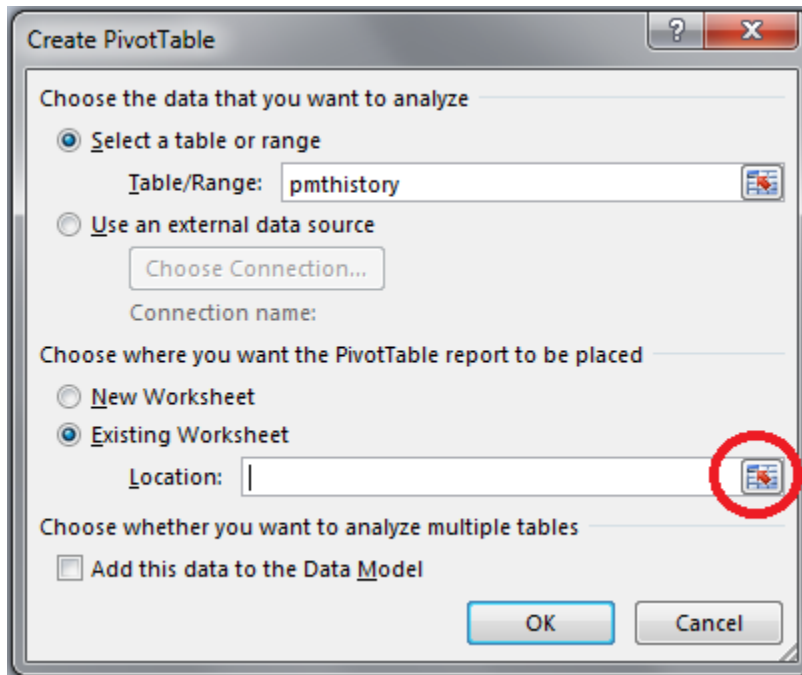
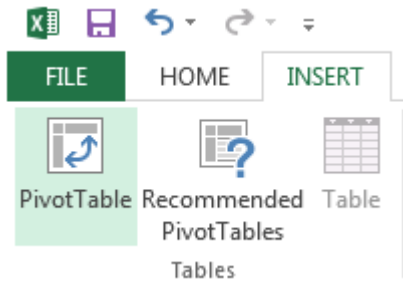
C D VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

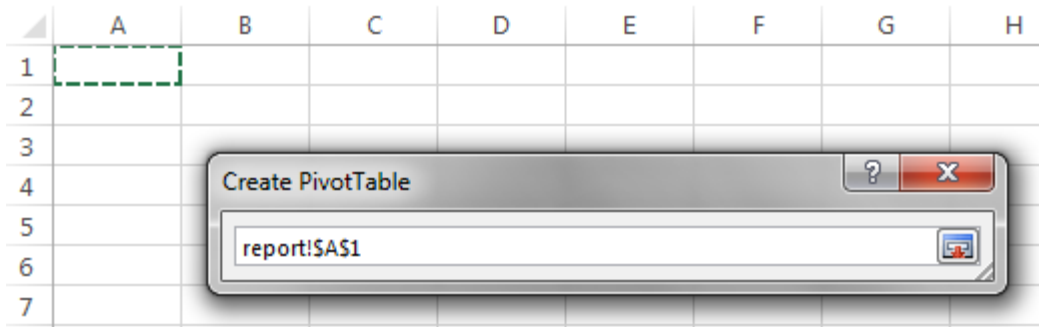
=vlookup([@rateplanid],rateplan[#All],3,

	E	F	G	H	I	J	K	L
	default	lockedin	signupexp	TRUE - Approximate match	dateadded			
	1		1/1/2099	FALSE - Exact match		VLOOKUP will only find an exact match		
			1/1/2099	1/1/2014	1/1/2099	3/28/2014		

=VLOOKUP([@rateplanid],rateplan[#All],3,FALSE)

	C	D	E	F	G
	userid	rateplanid	status	dateadded	price
0.1	50		FALSE	6/6/2014	#N/A
15	1	1	TRUE	6/6/2014	1
21	3	1	TRUE	7/9/2014	1
47	3	1	FALSE	7/10/2014	1
25	3	1	FALSE	7/10/2014	1
198	3	1	FALSE	7/10/2014	1
19	3	1	FALSE	7/10/2014	1
2.1	3	1	FALSE	7/10/2014	1





Drag fields between areas below:

FILTERS	COLUMNS
ROWS	VALUES
userid	Count of price

Drag fields

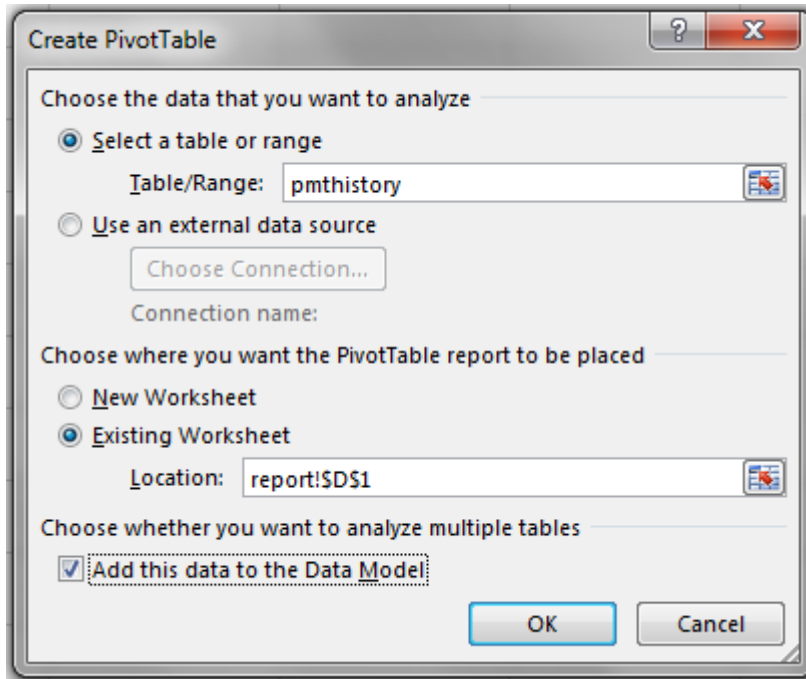
FILTERS	ROWS
	userid
	Count of price

- Move Up
- Move Down
- Move to Beginning
- Move to End
- Move to Report Filter
- Move to Row Labels
- Move to Column Labels
- Move to Values
- Remove Field
- Value Field Settings...

Drag fields between areas below:

▼ FILTERS	 COLUMNS
☰ ROWS	Σ VALUES
userid ▼	Sum of price ▼

	A	B
1	Row Labels ▼	Sum of price
2	1	9
3	2	12
4	3	92
5	50	#N/A
6	99	#N/A
7	Grand Total	#N/A



PivotTable Fields

ACTIVE

ALL

Choose fields to add to report:

pmthistory

rateplan

users

D	E
Row Labels	Count of price
property1	137
property2	137
property3	137
property4	137
Grand Total	137

PivotTable Fields

ACTIVE | ALL

Choose fields to add to report:



Relationships between tables may be needed.

CREATE...



pmthistory

id

ip

Create Relationship

Pick the tables and columns you want to use for this relationship

Table: pmthistory Column (Foreign): userid

Related Table: users Related Column (Primary): id

Creating relationships between tables is necessary to show related data from different tables on the same report.

Manage Relationships... OK Cancel

D	E
Row Labels	Count of price
property1	9
property2	92
property3	12
(blank)	24
Grand Total	137

7/12/2014	1
7/13/2014	1
7/20/2014	0
7/20/2014	0
7/20/2014	0

PIVOTABLE TOOLS 0:

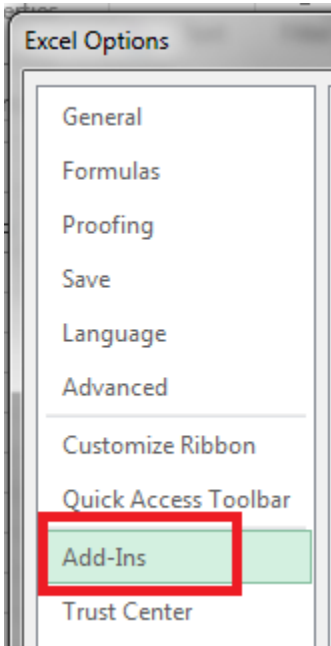
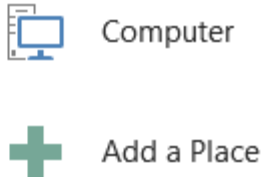
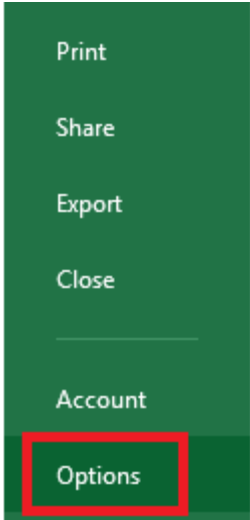
ANALYZE DESIGN

Insert Filter Refresh

Timeline Connections

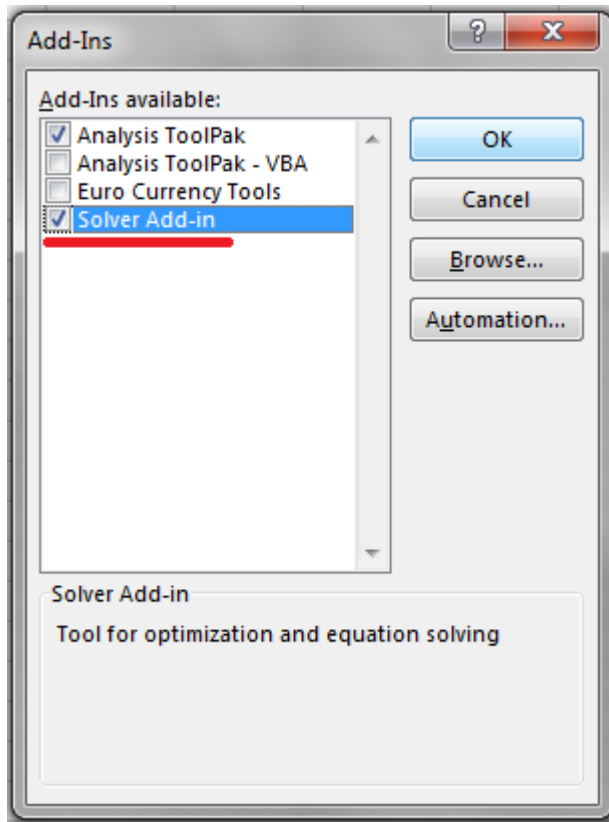
	D	E
Row Labels	Sum of price	
property1	\$	9.00
property2	\$	92.00
property3	\$	12.00
(blank)	\$	-
Grand Total	\$	113.00

Chapter 7:



Inactive Application Add-ins
Analysis ToolPak - VBA
Date (XML)
Euro Currency Tools
Microsoft Actions Pane 3
Microsoft Power Map for Excel
Solver Add-in


Manage:



Data Analysis
? Solver

Analysis

Solver
What-if analysis tool that finds the optimal value of a target cell by changing values in cells used to calculate the target cell.

 **SOLVER.XLAM**
[Tell me more](#)

	A
1	Variables
2	

	A	B
1	Variables	
2	Wooden Bat (x)	
3	Metal Bat (y)	

5	Constraints
6	=B2+B3

5	Constraints
6	0 <=

5	Constraints	
6	0 <=	50

5	Constraints	
6	0 <=	50
7	=B2+B3	

5	Constraints	
6	0 <=	50
7	0 >=	

5	Constraints	
6	0 <=	50
7	0 >=	25

5	Constraints		
6		0 <=	50
7		0 >=	25
8	=10*B2+20*B3		

5	Constraints		
6		0 <=	50
7		0 >=	25
8		0 <=	1000

5	Constraints		
6		0 <=	50
7		0 >=	25
8		0 <=	1000
9	=B2+2*B3		

5	Constraints		
6		0 <=	50
7		0 >=	25
8		0 <=	1000
9		0 <=	48

11	Objective
12	

11	Objective
12	=15*B2+40*B3

	A	B	C
1	Variables		
2	Wooden Bat (x)		
3	Metal Bat (y)		
4			
5	Constraints		
6		0 <=	50
7		0 >=	25
8		0 <=	1000
9		0 <=	48
10			
11	Objective		
12		0	


Data Analysis

Solver

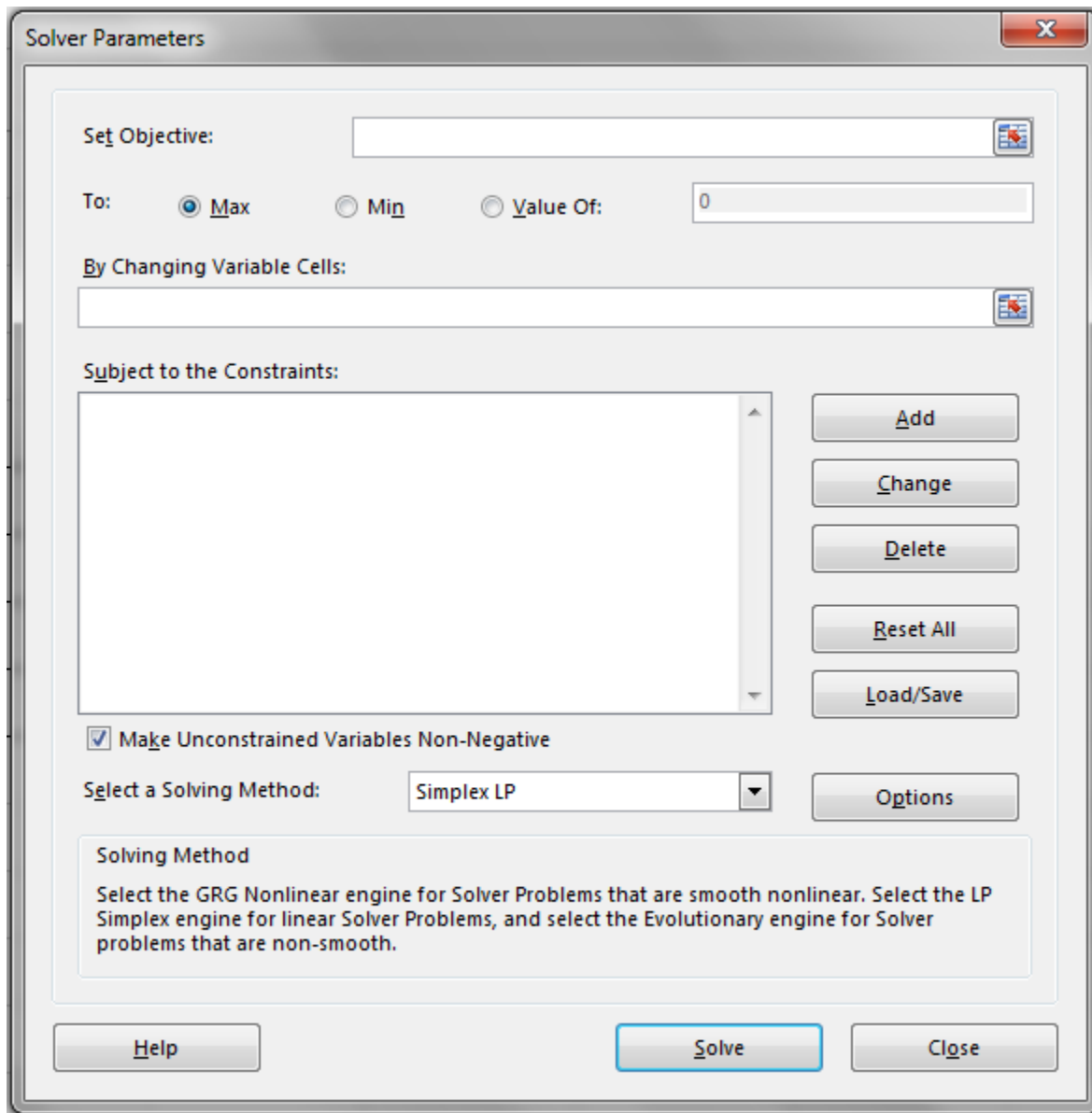
Analysis

Solver

What-if analysis tool that finds the optimal value of a target cell by changing values in cells used to calculate the target cell.

 **SOLVER.XLAM**

[Tell me more](#)



Solver Parameters [X]

Set Objective: SAS12 [icon]

To: Max Min Value Of: 0

By Changing Variable Cells: SB\$2:SB\$3 [icon]

Subject to the Constraints:

Make Unconstrained Variables Non-Negative

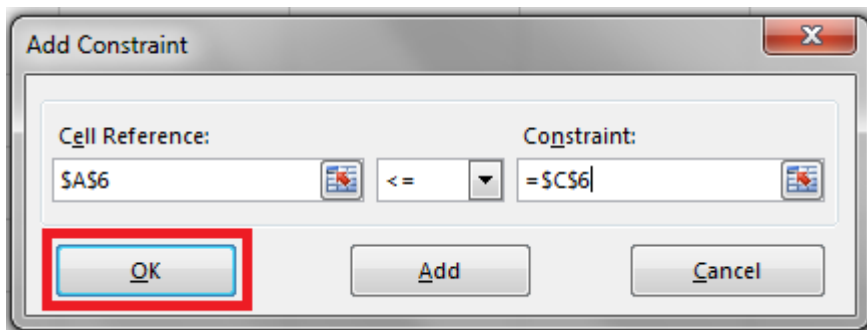
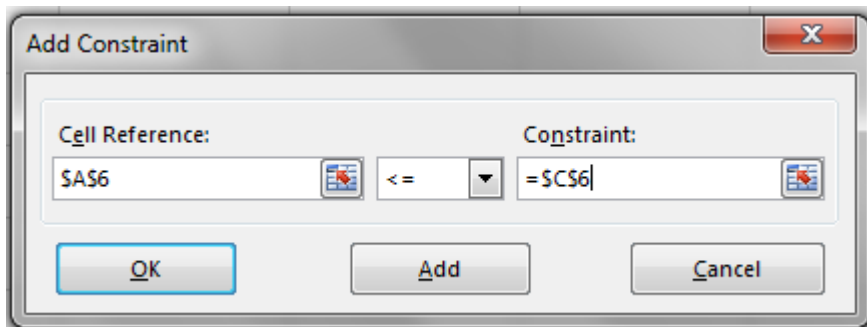
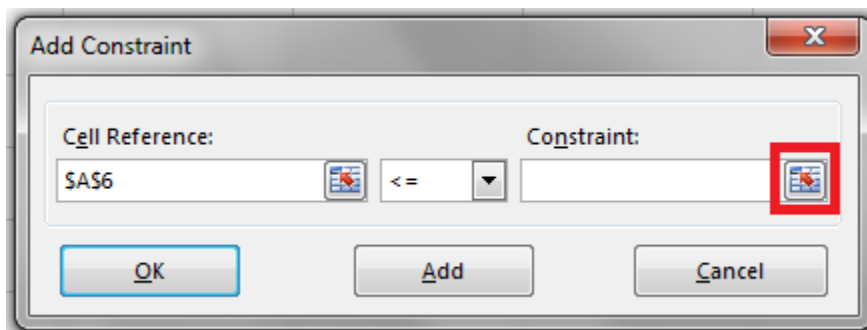
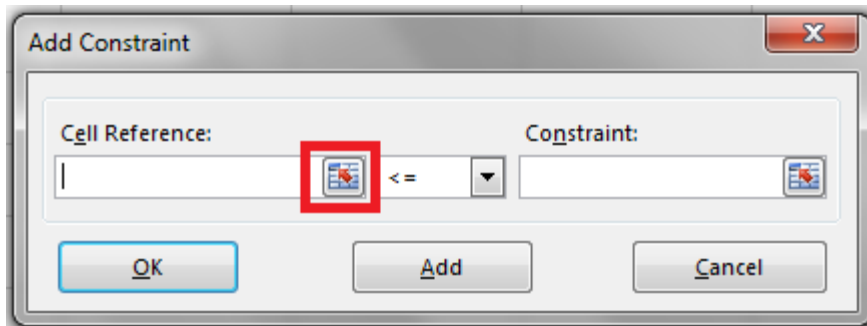
Select a Solving Method: Simplex LP [v]

Solving Method

Select the GRG Nonlinear engine for Solver Problems that are smooth nonlinear. Select the LP Simplex engine for linear Solver Problems, and select the Evolutionary engine for Solver problems that are non-smooth.

Add Constraint [X]

Cell Reference: [icon] <= [v] Constraint: [icon]



Solver Parameters

Set Objective:

To: Max Min Value Of:

By Changing Variable Cells:

Subject to the Constraints:

\$A\$6 <= \$C\$6

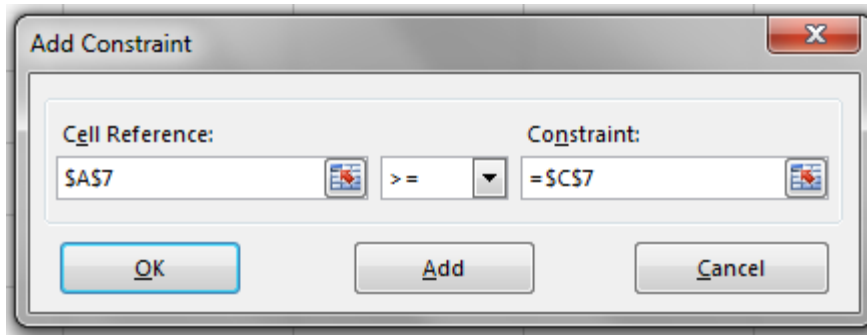
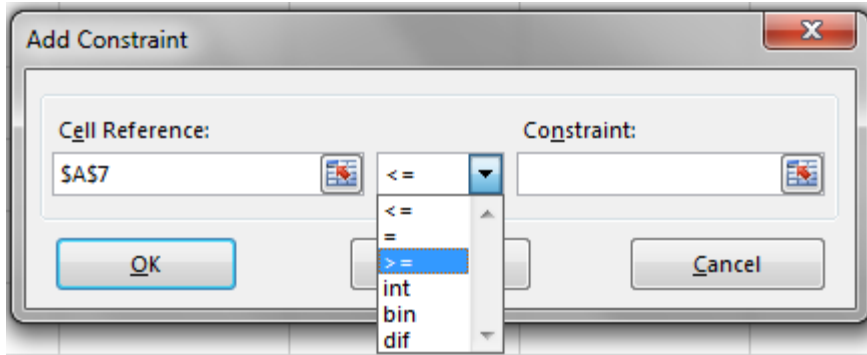
Make Unconstrained Variables Non-Negative

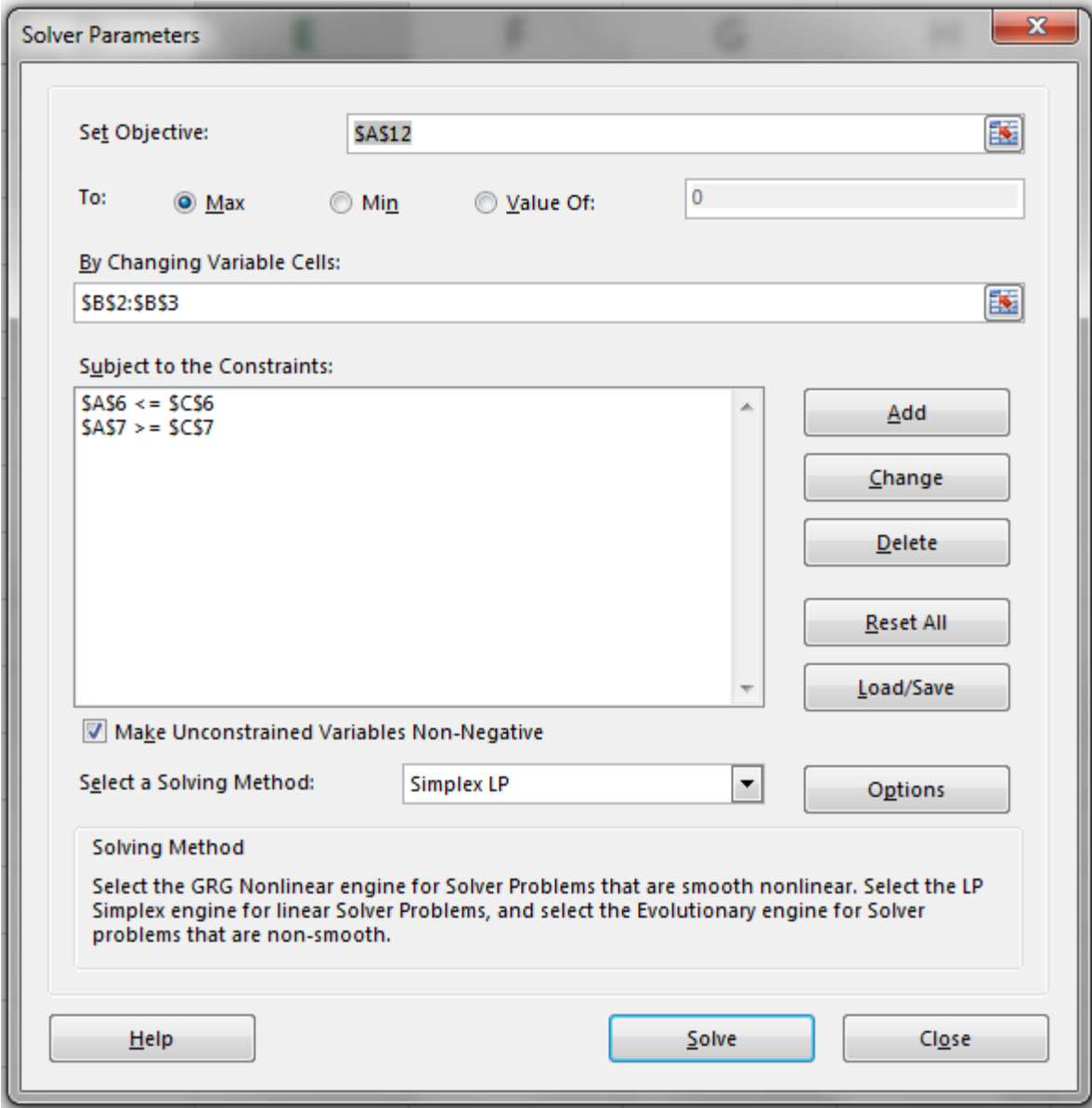
Select a Solving Method:

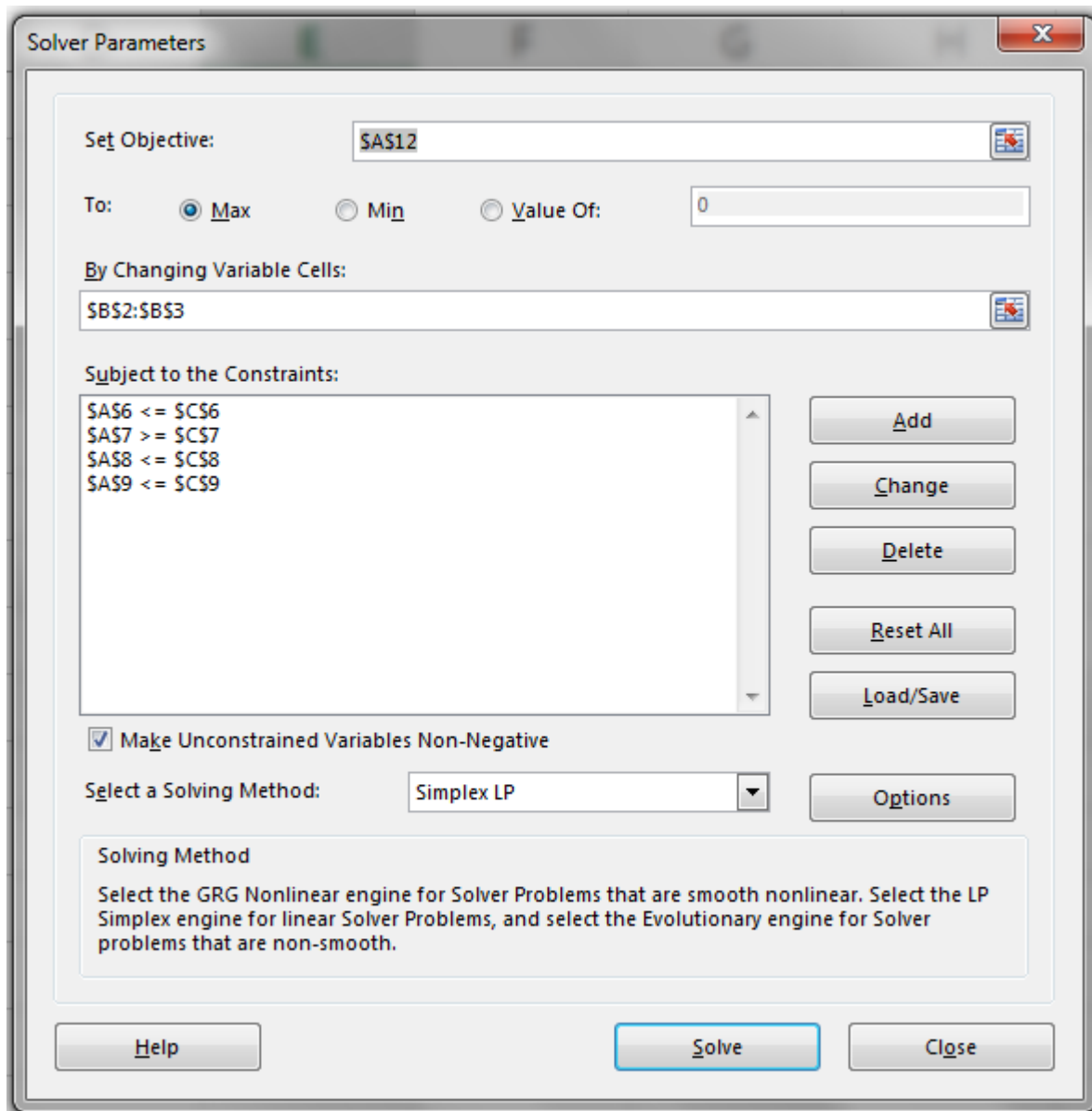
Solving Method

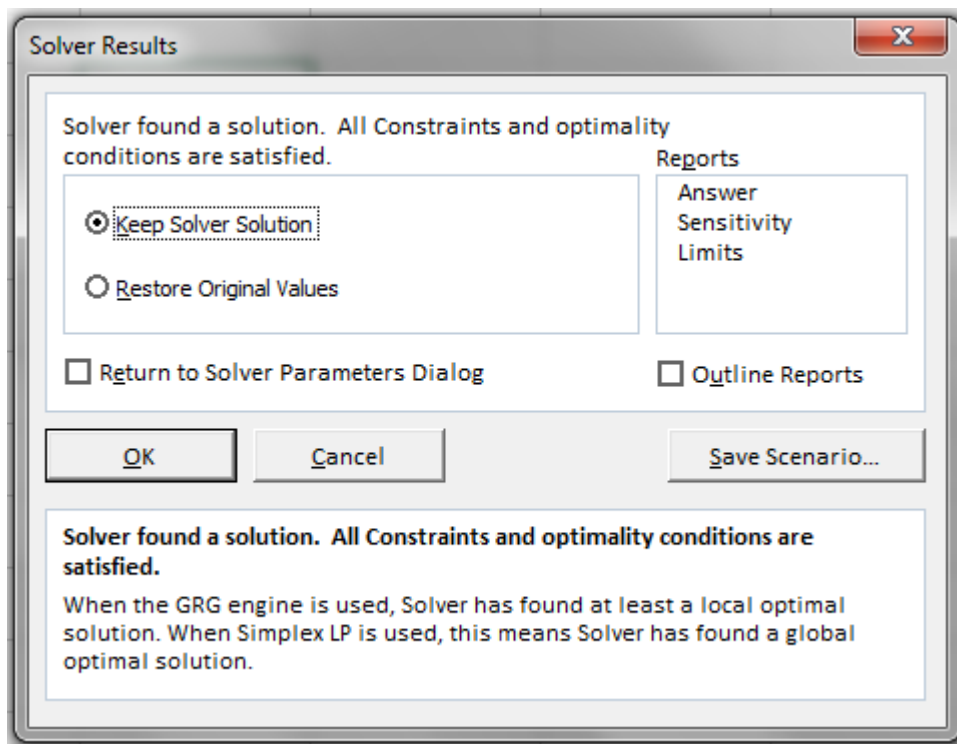
Select the GRG Nonlinear engine for Solver Problems that are smooth nonlinear. Select the LP Simplex engine for linear Solver Problems, and select the Evolutionary engine for Solver problems that are non-smooth.

Add Constraint





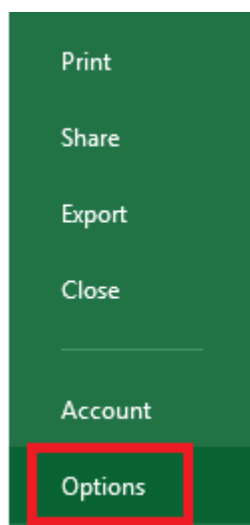




Variables	
Wooden Bat (x)	2
Metal Bat (y)	23

	A	B	C
1	Variables		
2	Wooden Bat (x)	2	
3	Metal Bat (y)	23	
4			
5	Constraints		
6	25	<=	50
7	25	>=	25
8	480	<=	1000
9	48	<=	48
10			
11	Objective		
12	950		

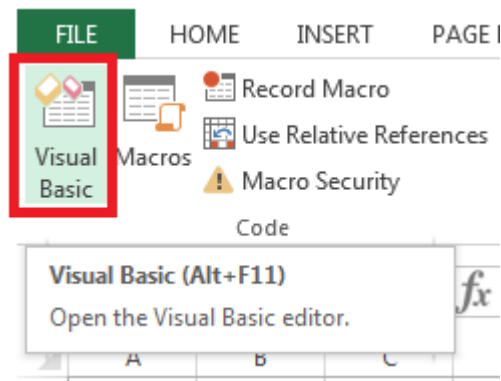
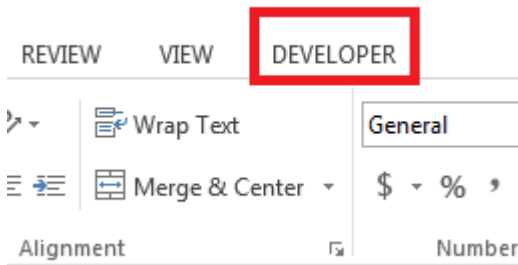
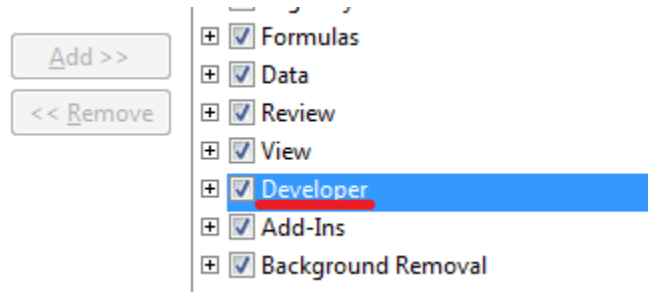
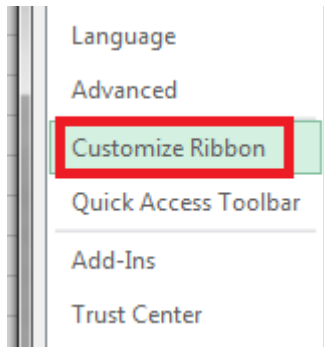
Chapter 8:

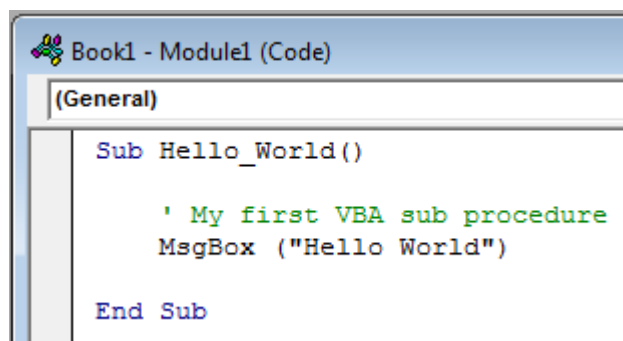
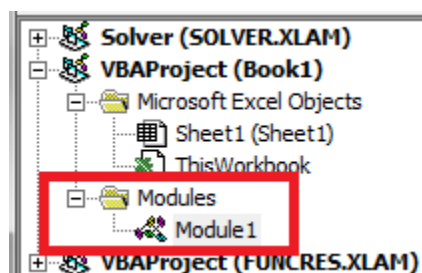
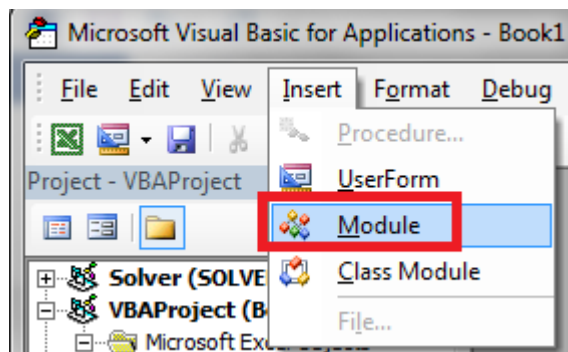
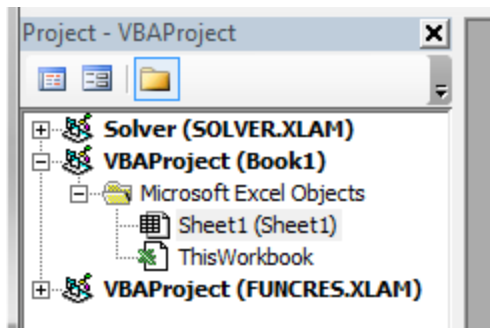


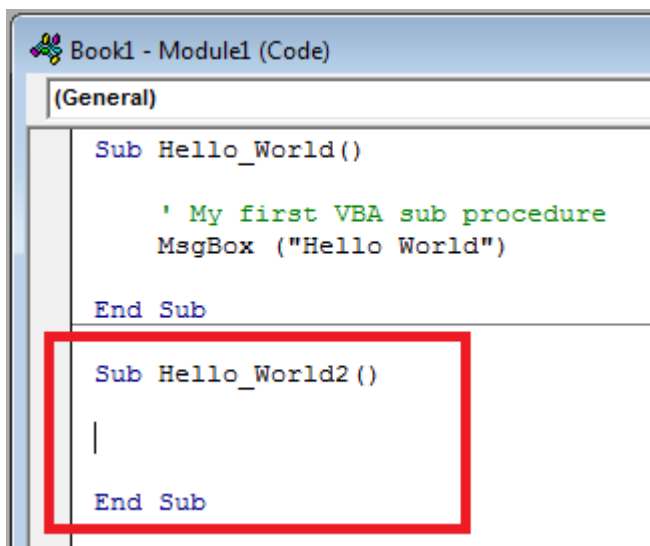
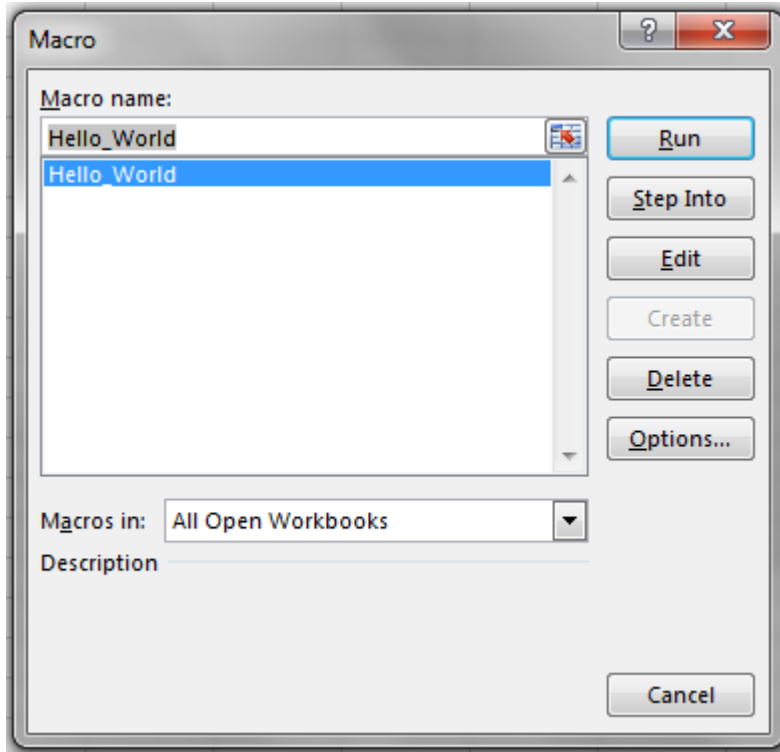
Computer



Add a Place



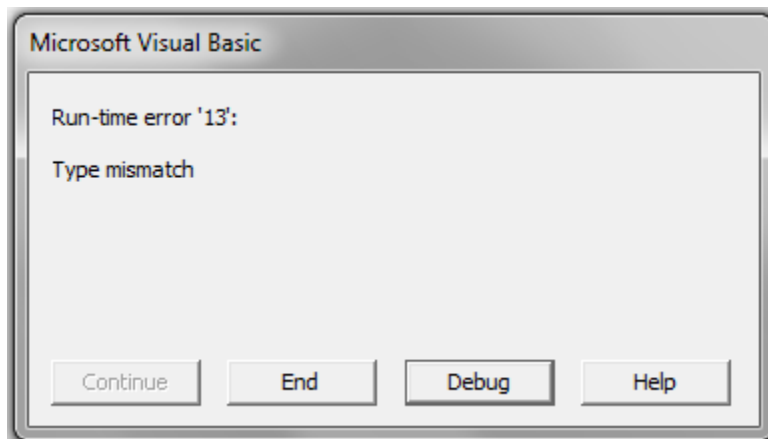




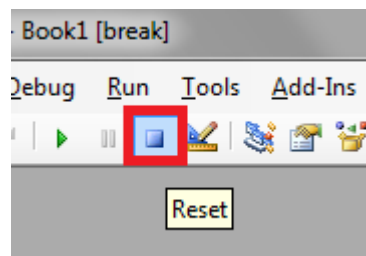
```
Sub Hello_World2 ()  
  
    ' Declare Variables  
    Dim Year As Integer  
    Dim Text As String  
  
End Sub
```

```
Sub Hello_World2 ()  
  
    ' Declare Variables  
    Dim Year As Integer  
    Dim Text As String  
  
    ' Set Variables  
    Year = 2015  
    Text = "Hello World! It is"  
  
End Sub
```

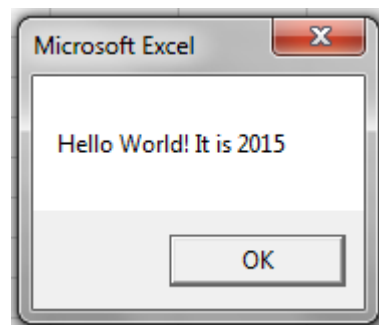
```
Sub Hello_World2 ()  
  
    ' Declare Variables  
    Dim Year As Integer  
    Dim Text As String  
  
    ' Set Variables  
    Year = 2015  
    Text = "Hello World! It is"  
  
    ' Print Message  
    MsgBox (Text + Year)  
  
End Sub
```



```
Sub Hello_World2()  
    ' Declare Variables  
    Dim Year As Integer  
    Dim Text As String  
  
    ' Set Variables  
    Year = 2015  
    Text = "Hello World! It is"  
  
    ' Print Message  
    MsgBox (Text + Year)  
  
End Sub
```



```
Sub Hello_World2()  
    ' Declare Variables  
    Dim Year As Integer  
    Dim Text As String  
  
    ' Set Variables  
    Year = 2015  
    Text = "Hello World! It is"  
  
    ' Print Message  
    MsgBox (Text + Str(Year))  
  
End Sub
```



```

Sub Question()

    ' Declare Variables
    Dim num As Integer

    ' Ask user a question
    num = InputBox("How many apples do you want to buy?", "Checkout")

    ' Make sure user does not pick a value grater than 20
    ' Make sure user does not pick a negative
    If num < 0 Or num > 20 Then

        ' Print Message
        MsgBox ("Please select a postive number or a value less than 21.")

    Else

        ' Print Message
        MsgBox ("You want to buy" + Str(num) + " apples.")

    End If

End Sub

```

```

Sub Loopy()

    ' Declare Variables
    Dim num As Integer
    Dim counter As Integer

    ' Initialize variables
    counter = 0

    ' Ask user a question
    num = InputBox("How many times to loop?", "Loopy")

    ' Loop while the value of counter is less than num
    Do While counter < num

        ' Print Message
        MsgBox ("Looping...")

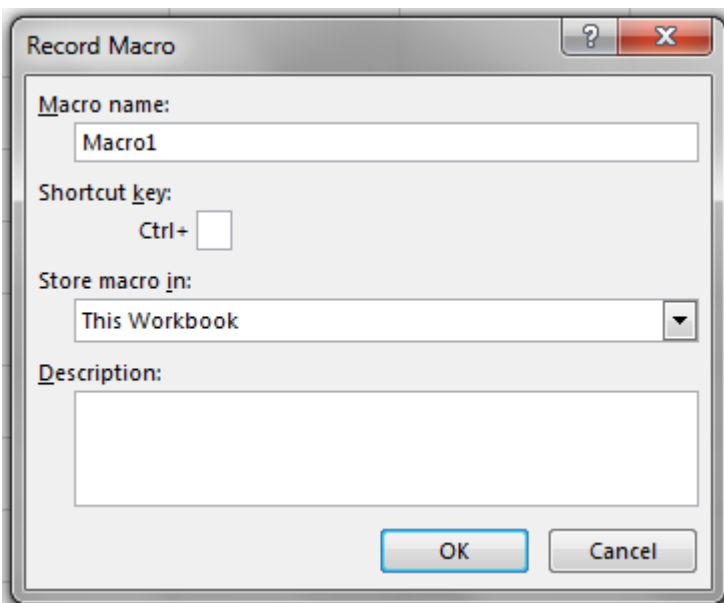
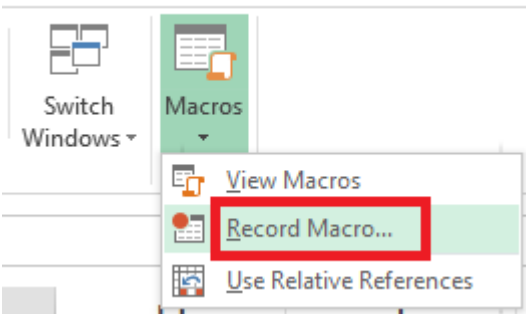
        ' Increment counter
        counter = counter + 1

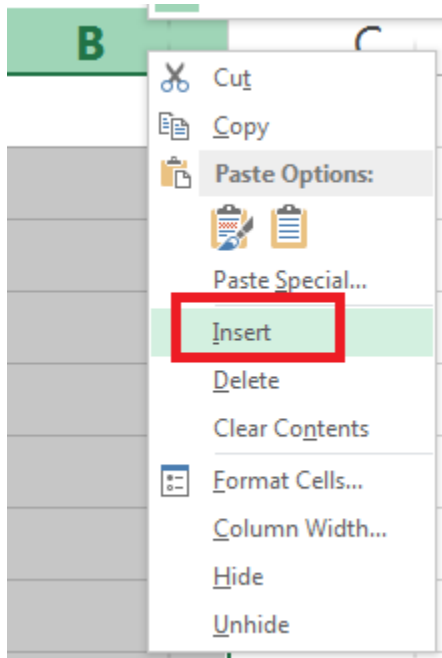
    Loop

End Sub

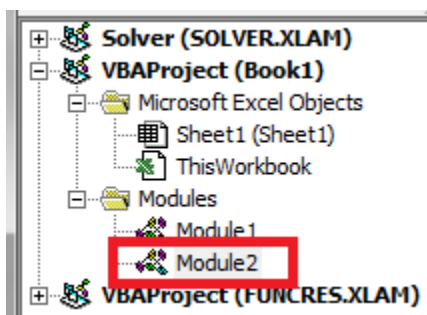
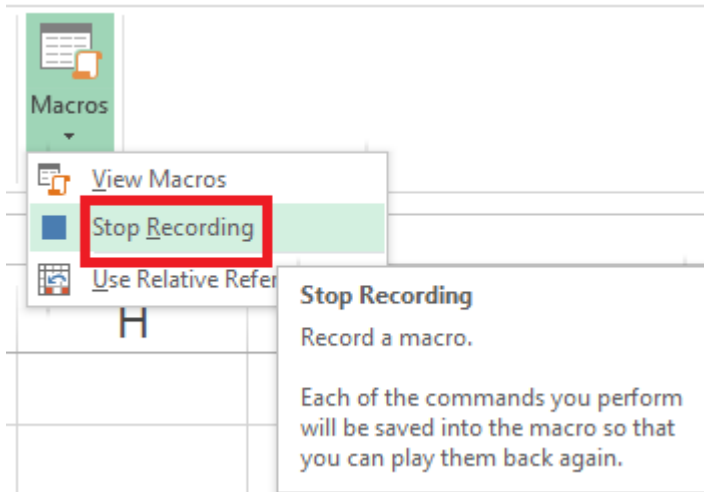
```

	A
1	Name
2	david Rojas
3	Bill Fergus
4	Mary blue
5	BOB BOBBY
6	MikE HoPe

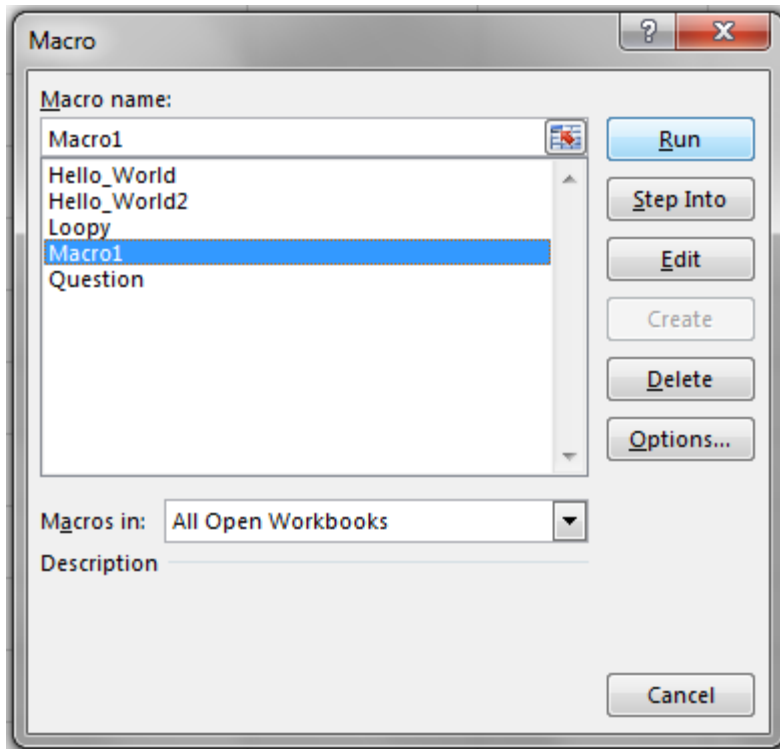




	A	B
1	Name	Fixed
2	david Rojas	=proper(A2)
3	Bill Fergus	PROPER(text)
4	Mary blue	
5	BOB BOBBY	
6	MikE HoPe	



```
Sub Macro1 ()  
    '  
    ' Macro1 Macro  
    '  
    '  
    Columns ("B:B").Select  
    Selection.Insert Shift:=xlToRight, CopyOrigin:=xlFormatFromLeftOrAbove  
    Range ("B1").Select  
    ActiveCell.FormulaR1C1 = "Fixed"  
    Range ("B2").Select  
    ActiveCell.FormulaR1C1 = "=PROPER (RC [-1]) "  
    Range ("B3").Select  
End Sub
```

```

Sub Proper ()

    ' Highlight Column B
    Columns("B:B").Select

    ' Insert a column in between Columns A and B
    Selection.Insert Shift:=xlToRight, CopyOrigin:=xlFormatFromLeftOrAbove

    ' Select cell B1
    Range("B1").Select

    ' Label the column
    ActiveCell.FormulaR1C1 = "Fixed"

    ' Select cell A2
    Range("A2").Select

    ' Variable to keep track of active cell
    FirstItem = ActiveCell.Text

    ' Variable that controls cell offset
    Offsetcount = 1

    ' Loop until we run out of cells to clean
    Do While ActiveCell.Text <> ""

        ' Add the proper formula to the cell one column to the right
        ActiveCell.Offset(0, Offsetcount).FormulaR1C1 = "=PROPER(RC[-1])"

        ' Select the next cell we want to clean
        FirstItem = ActiveCell.Offset(Offsetcount, 0).Select

    Loop

End Sub

```

File name:


Save as type:

Authors: [david](#)

Chapter 9:

	A	B
1	Date	Amount
2	1/1/2010	5
3	1/1/2011	100
4	1/1/2012	250
5	1/1/2013	500
6	1/1/2014	1500
7	1/1/2015	325

	A	B	C	D
1	Date	Amount		
2	1/1/2010	5		
3	1/1/2011	100		
4	1/1/2012	250		
5	1/1/2013	500		
6	1/1/2014	1500		
7	1/1/2015	325		
8				
9				
10				

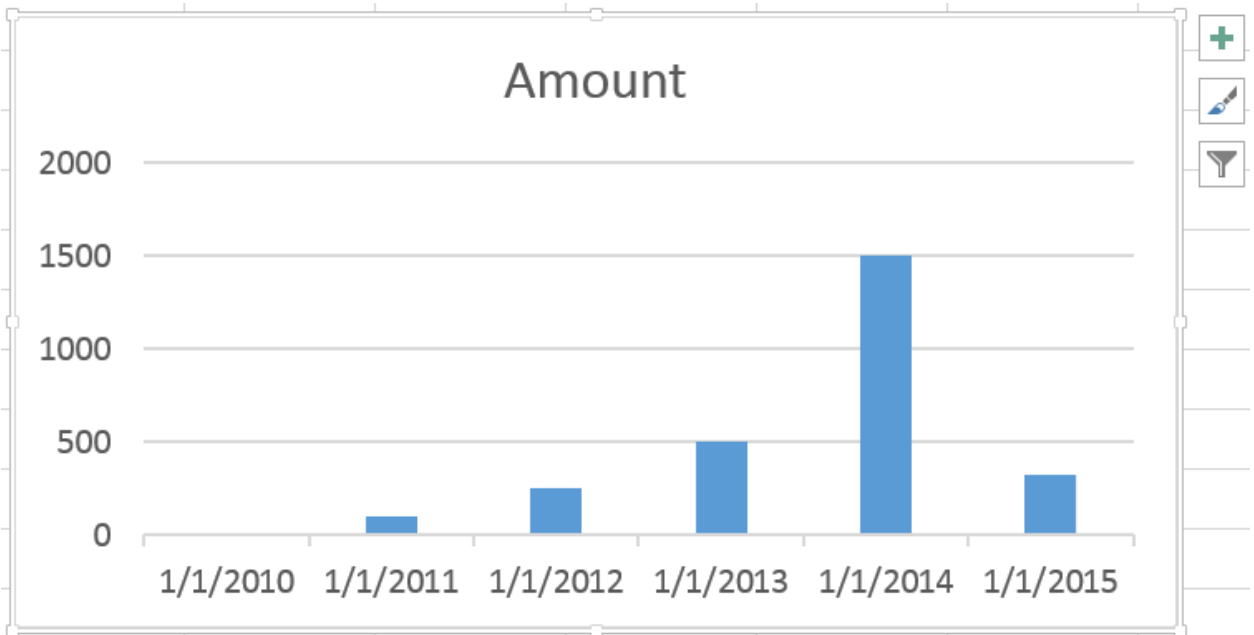


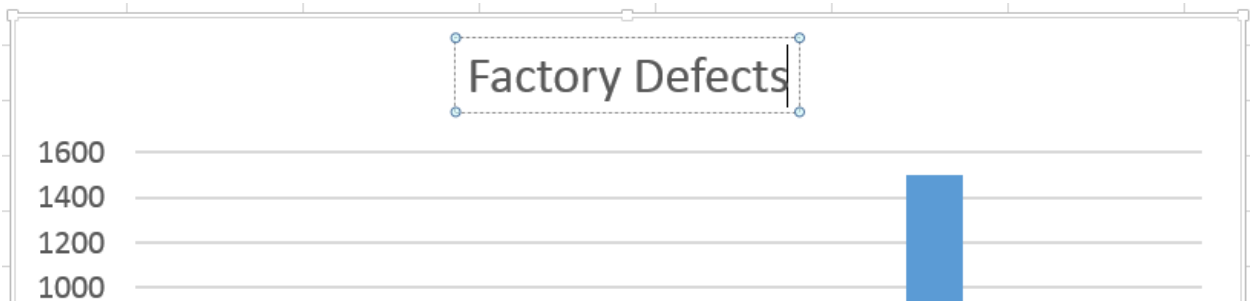
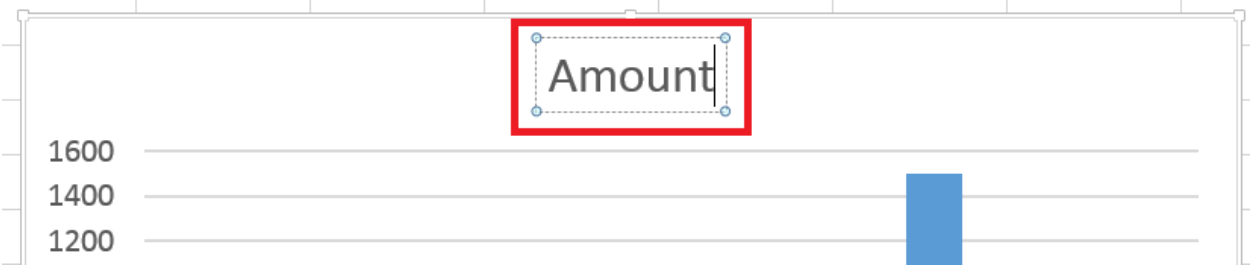
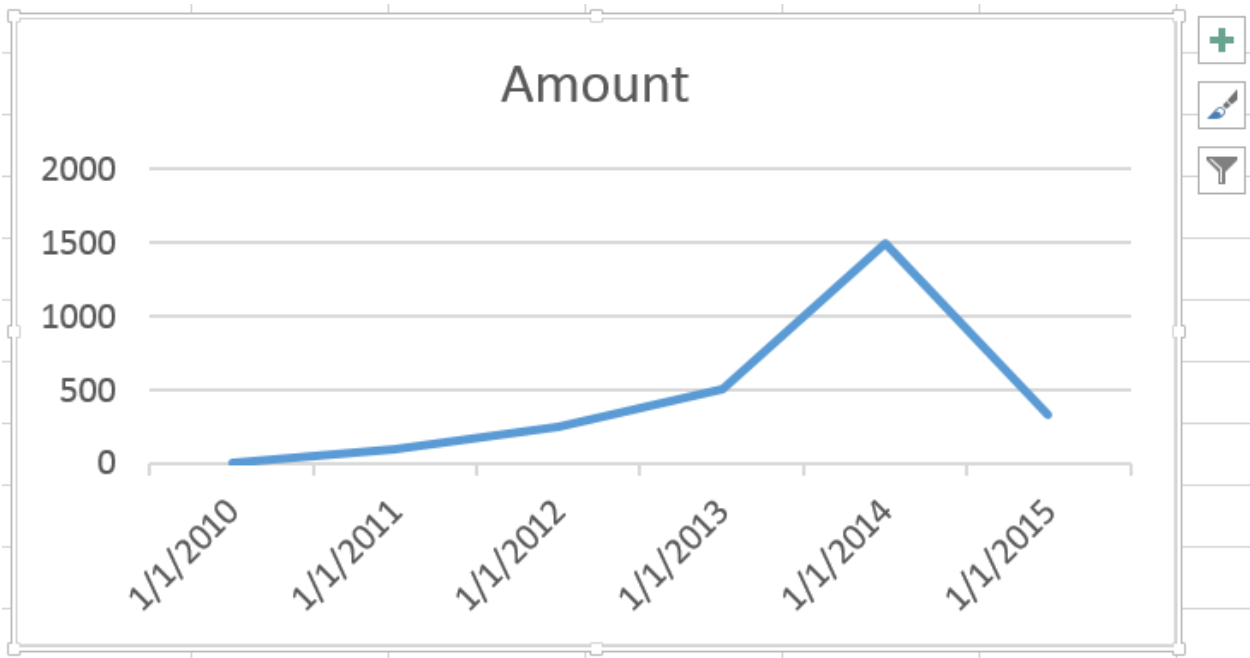
Quick Analysis (Ctrl+Q)
 Use the Quick Analysis tool to quickly and easily analyze your data with some of Excel's most useful tools, such as charts, color-coding, and formulas.

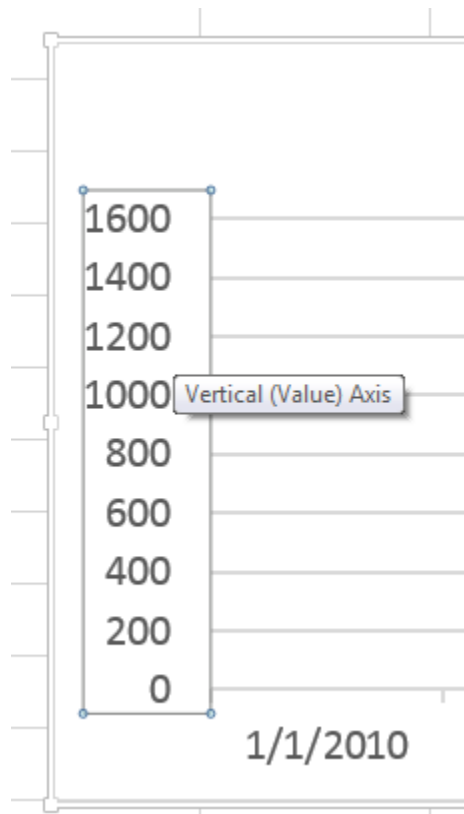
FORMATTING | **CHARTS** | TOTALS | TABLES | SPARKLINES

Line Scatter Clustere... Stacked... Pie More...

Recommended Charts help you visualize data.







Format Axis

AXIS OPTIONS ▼ | TEXT OPTIONS



▷ **AXIS OPTIONS**

Axis Options

▷ **TICK MARKS**

▷ **LABELS**

▷ **NUMBER**

NUMBER

Category

Number ⓘ

Decimal places:

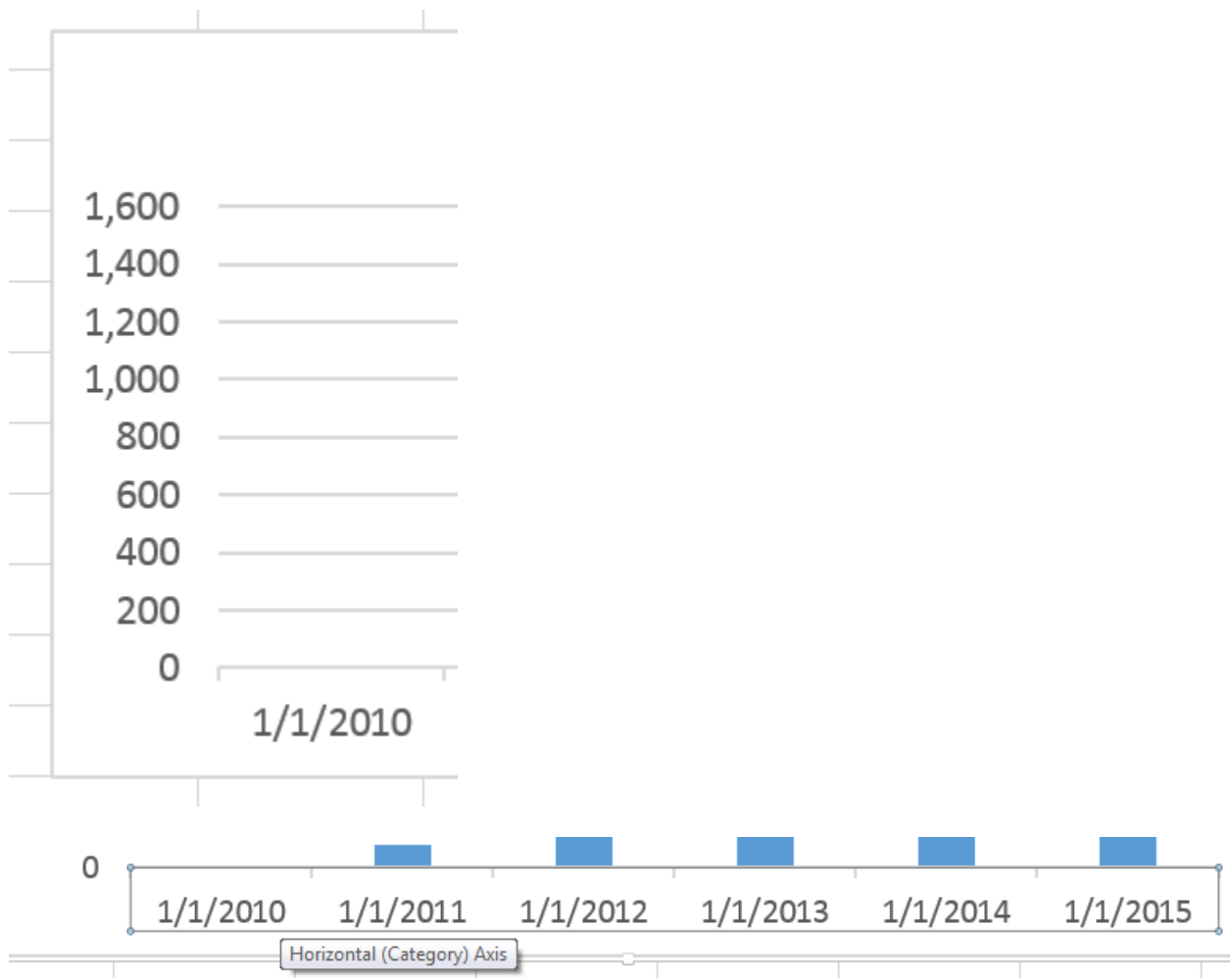
Use 1000 Separator (,)

Negative numbers:

-1,234.00
1,234.00
(1,234.00)
(1,234.00)

Format Code ⓘ

Linked to source



NUMBER

Category

Custom

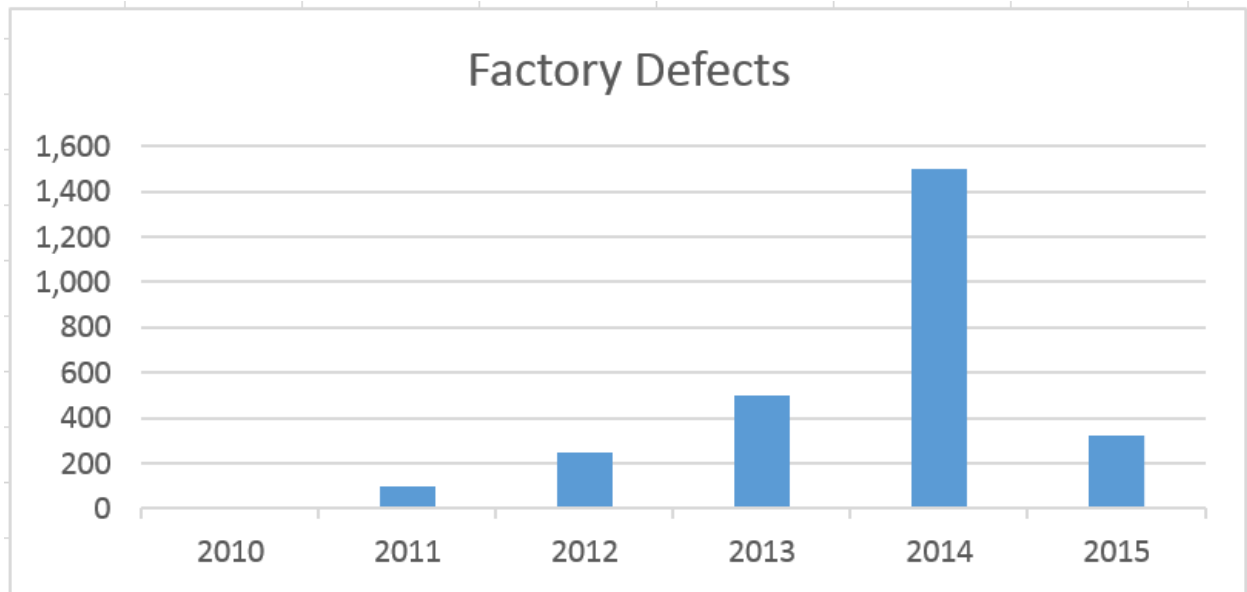
Type

yyyy

Format Code

yyy Add

Linked to source



SERIES OPTIONS ▾



▲ FILL

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill
- Automatic
- Invert if negative
- Vary colors by point

Color



Transparenc

▶ BORDER

Theme Colors

--	--	--	--	--	--	--	--	--	--

Orange, Accent 2

Standard Colors

--	--	--	--	--	--

More Colors...

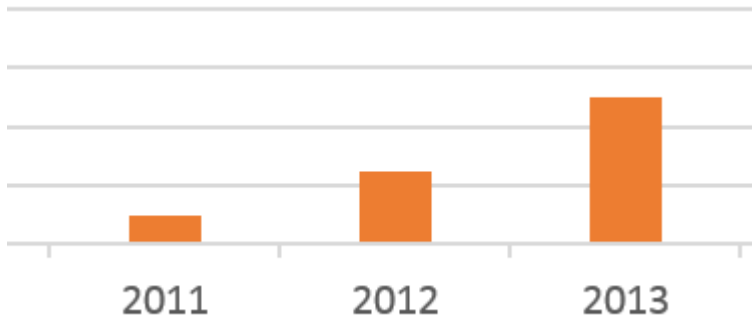


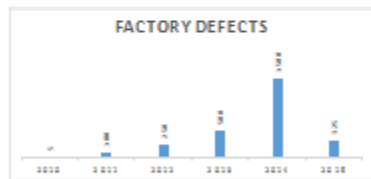
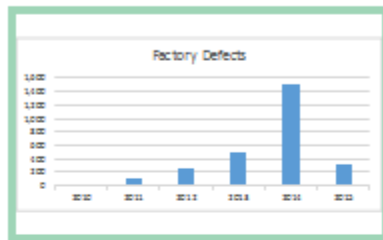


CHART ELEMENTS

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline



STYLE | COLOR





VALUES | NAMES

▲ SERIES

- (Select All)
- Amount

▲ CATEGORIES

- (Select All)
- 2010
- 2011
- 2012
- 2013
- 2014
- 2015

Apply

Select Data...

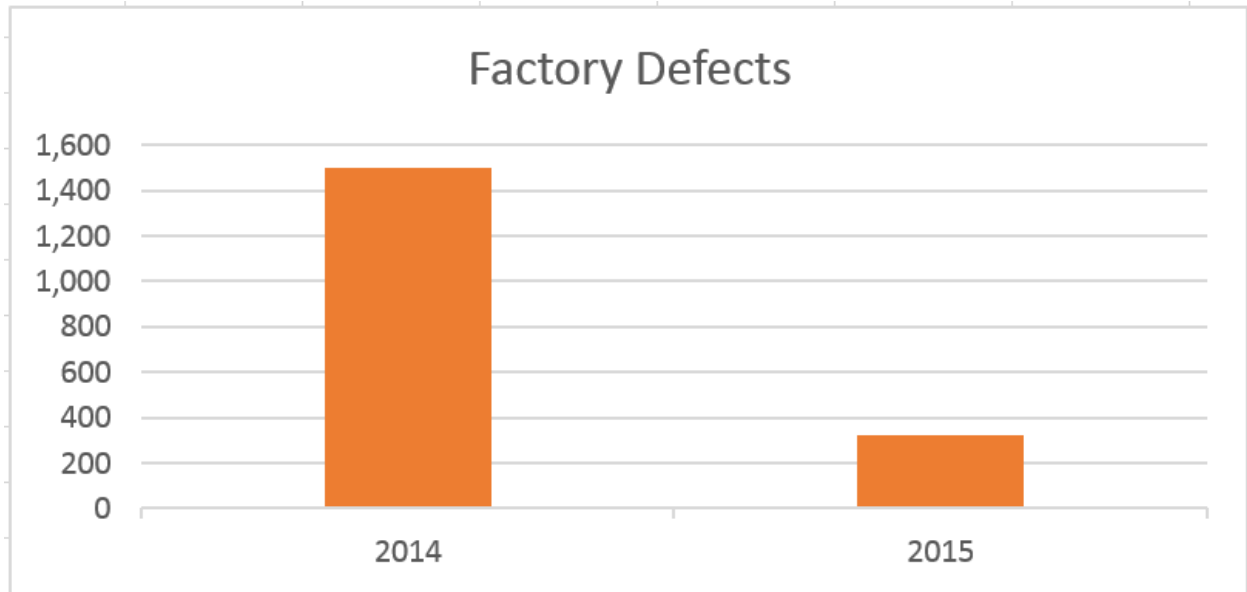


CHART TOOLS

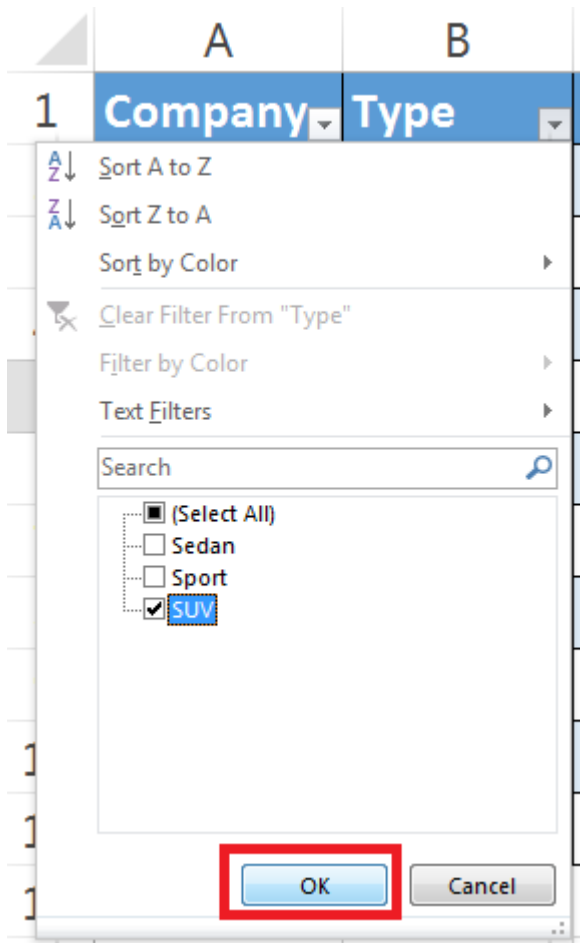
VIEW **DESIGN** FORMAT

Quick Layout

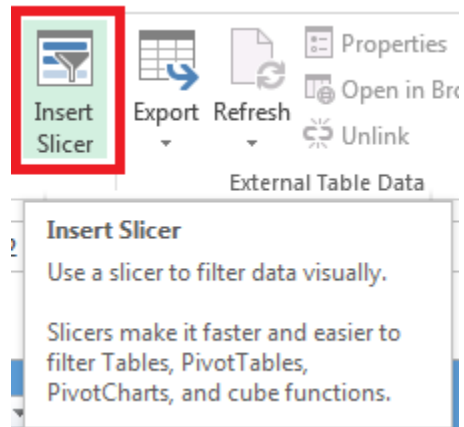
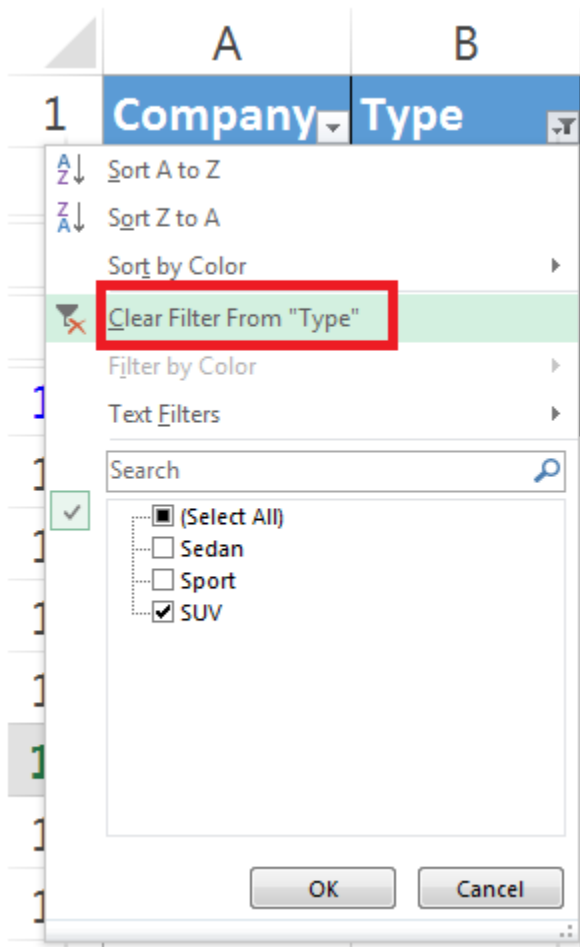
Change Colors

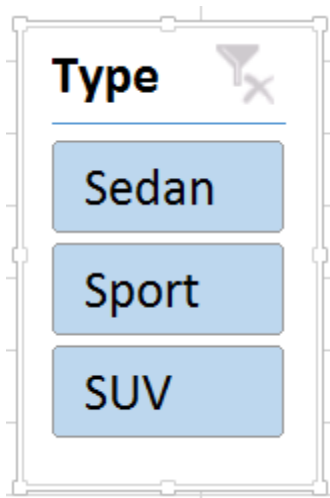
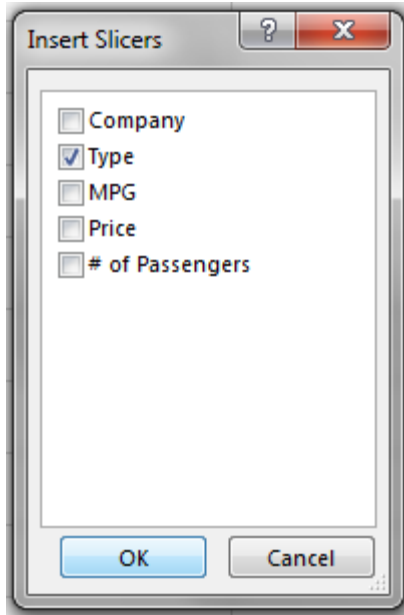
Chapter 10:

	A	B	C	D	E
1	Company	Type	MPG	Price	# of Passengers
2	Toyota	SUV	30	\$ 30,000	4
3	Honda	Sedan	32	\$ 45,000	4
4	Lexus	Sport	21	\$ 26,000	6
5	Hundai	SUV	21	\$ 47,000	5
6	Porshe	Sedan	12	\$ 30,000	6
7	Fiat	Sport	23	\$ 40,000	8
8	Toyota	SUV	21	\$ 36,000	4
9	Honda	Sedan	30	\$ 15,000	3
10	Lexus	Sport	41	\$ 67,000	6
11	Hundai	SUV	30	\$ 40,000	4

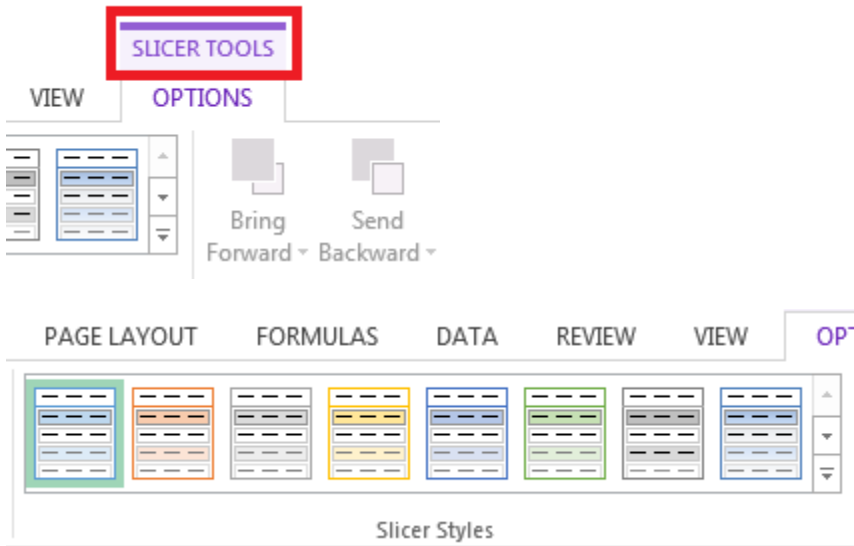
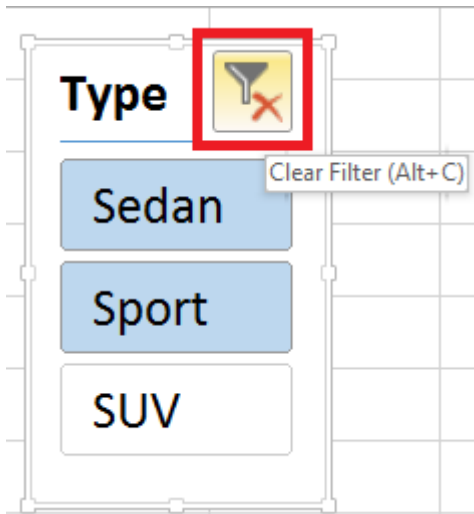


	A	B	C	D	E
1	Company	Type	MPG	Price	# of Passengers
2	Toyota	SUV	30	\$ 30,000	4
5	Hundai	SUV	21	\$ 47,000	5
8	Toyota	SUV	21	\$ 36,000	4
11	Hundai	SUV	30	\$ 40,000	4





	A	B	C	D	E	F	G
1	Company	Type	MPG	Price	# of Passengers		
3	Honda	Sedan	32	\$ 45,000	4		
4	Lexus	Sport	21	\$ 26,000	6		
6	Porsche	Sedan	12	\$ 30,000	6		
7	Fiat	Sport	23	\$ 40,000	8		
9	Honda	Sedan	30	\$ 15,000	3		
10	Lexus	Sport	41	\$ 67,000	6		



Type

Sedan

Sport

SUV

of Passengers

3

4

5

6

8

MPG

12

21

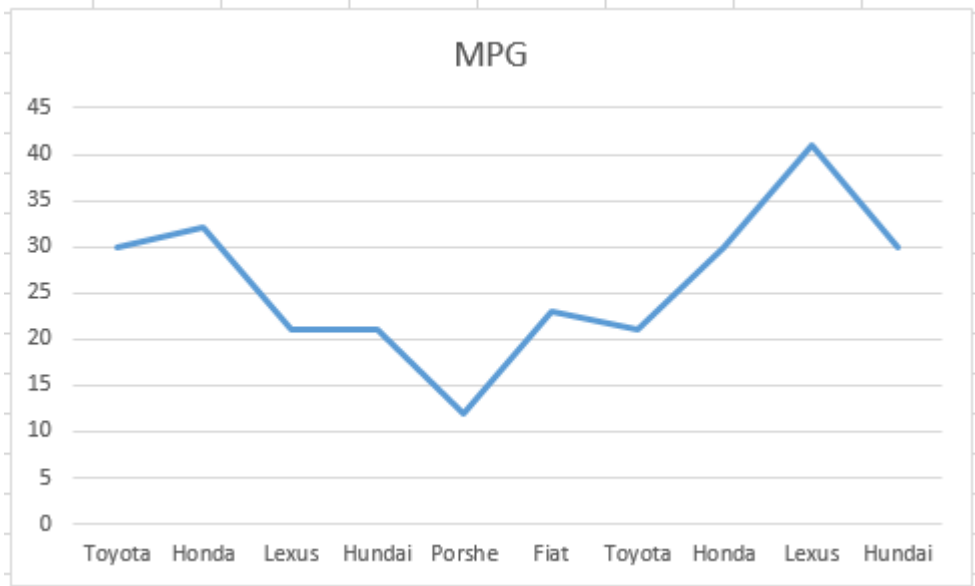
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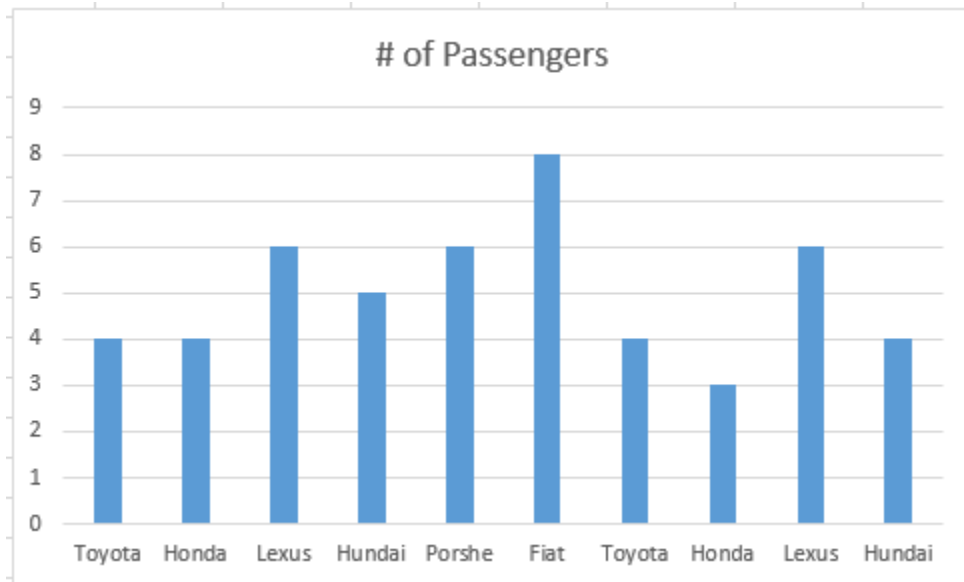
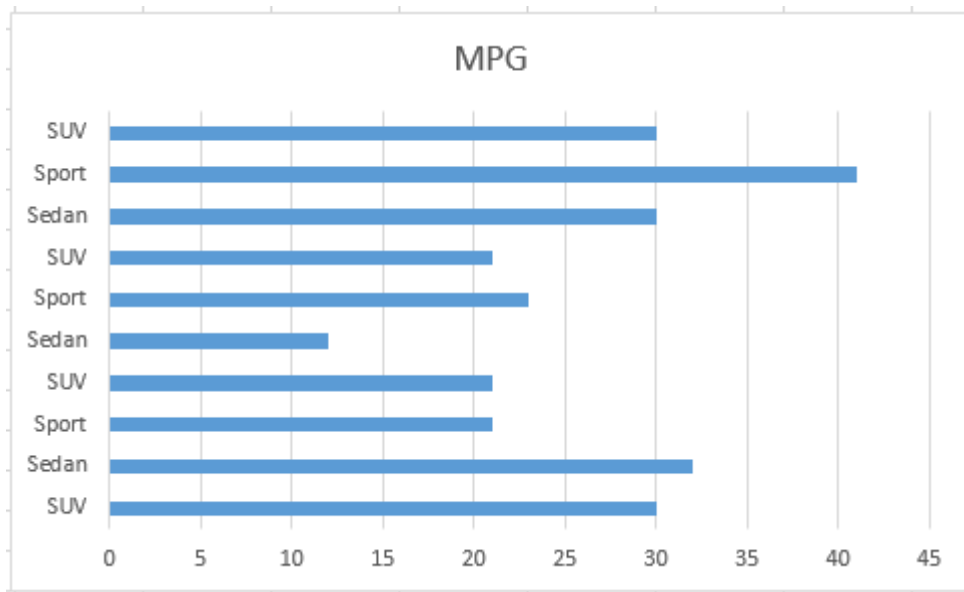
30

32

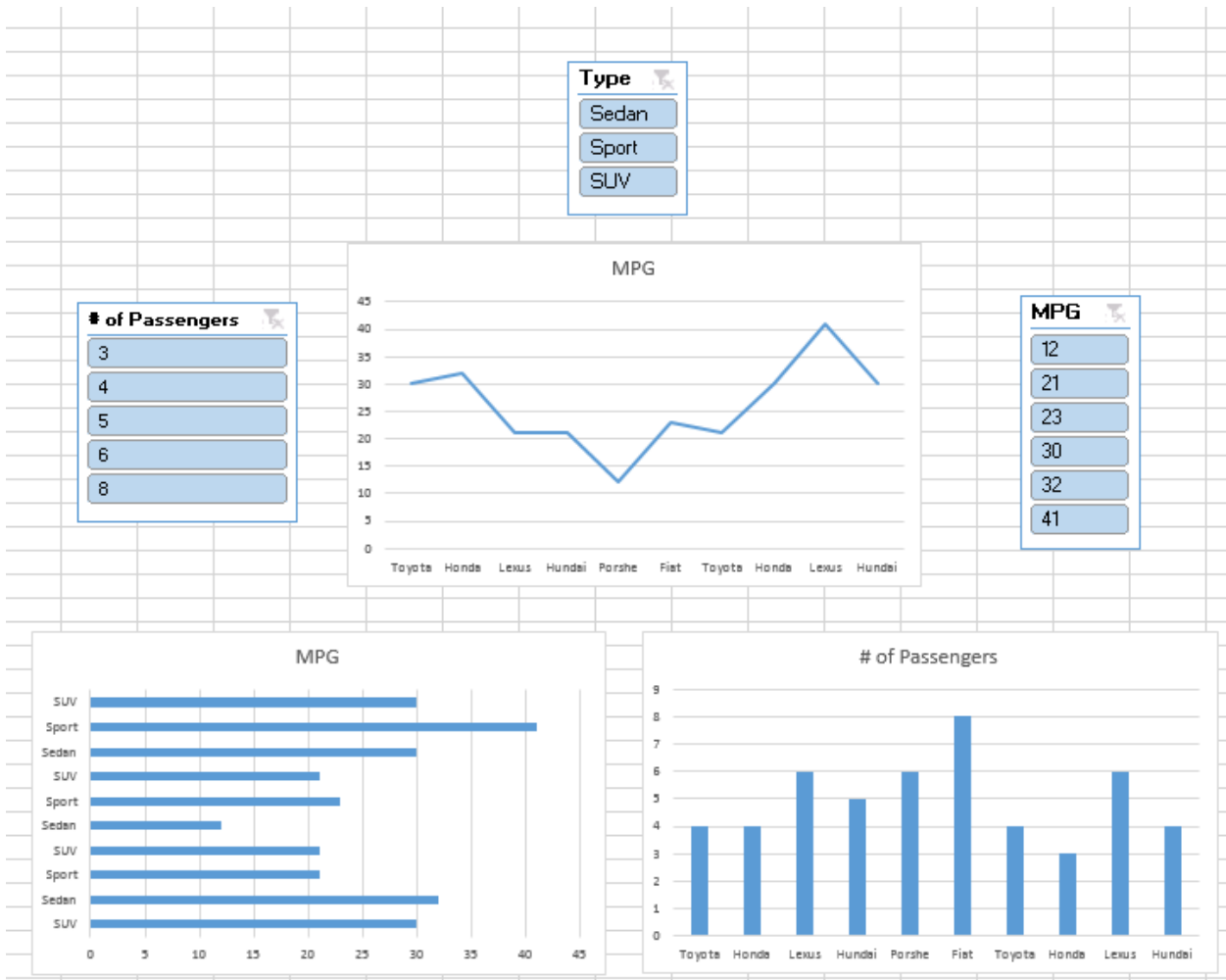
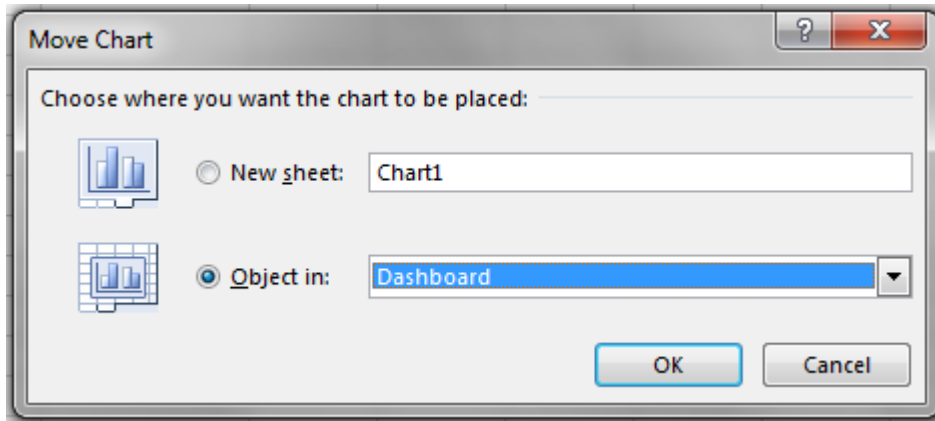
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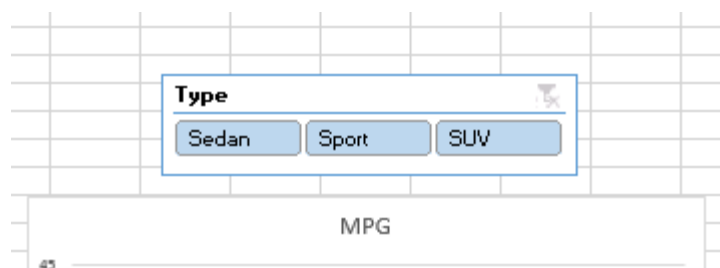
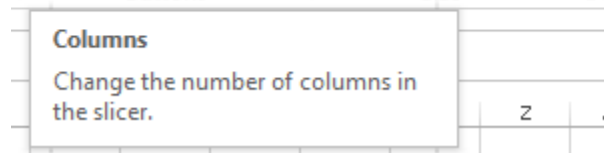
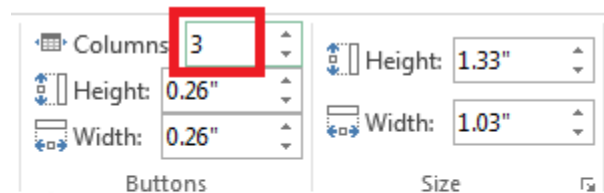
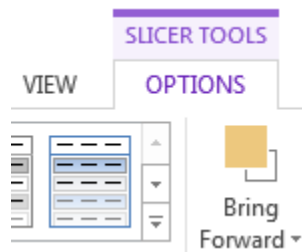
Data **Dashboard**





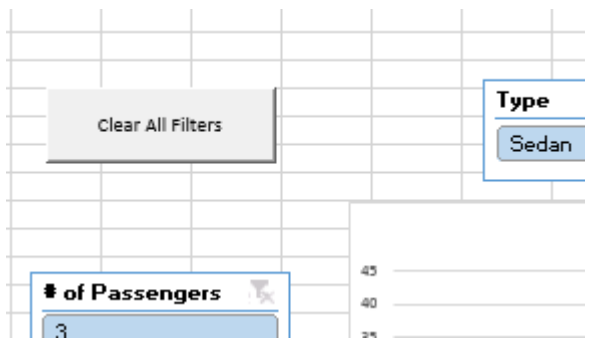
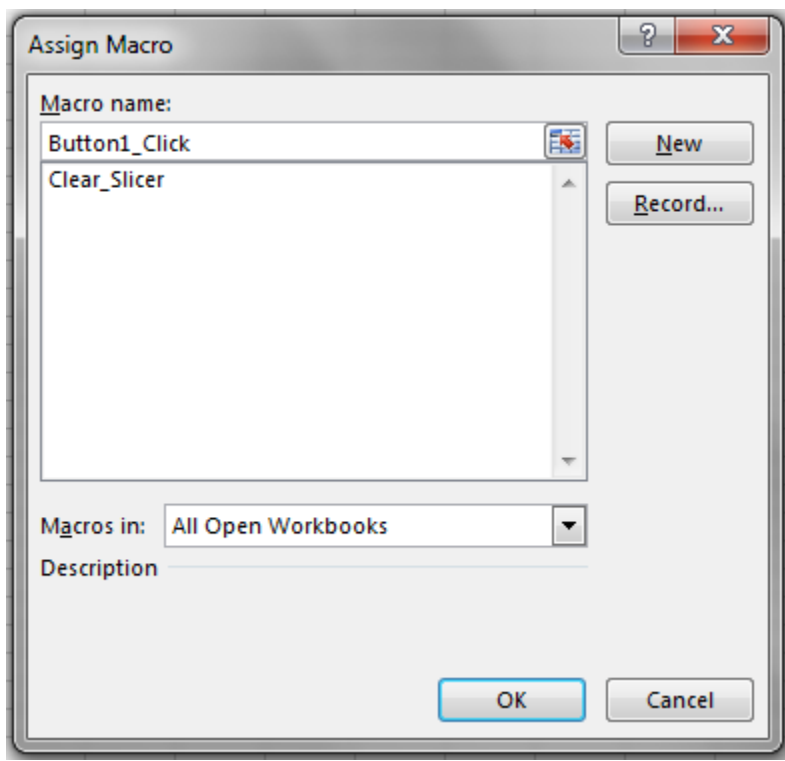
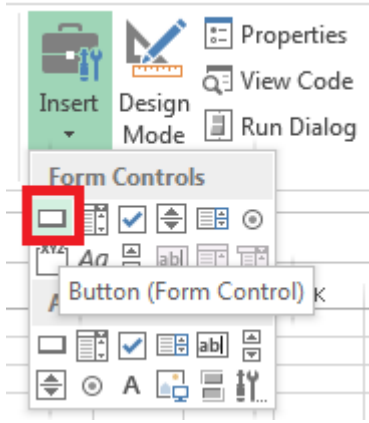
- Save as Template...
- Select Data...
- Move Chart...**
- 3-D Rotation...

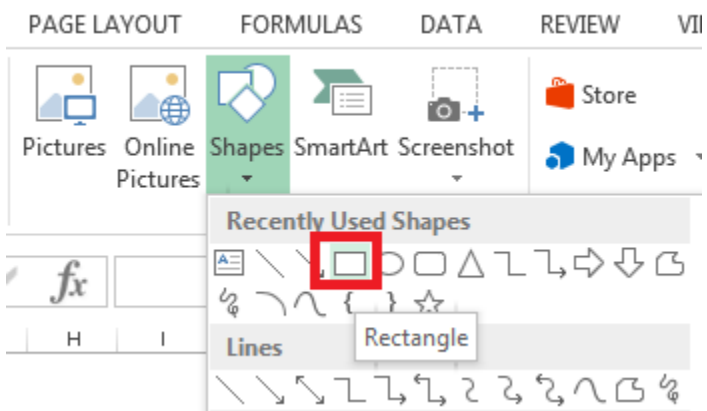
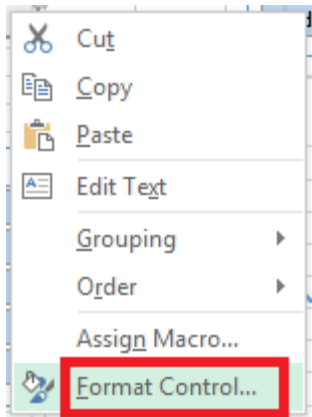




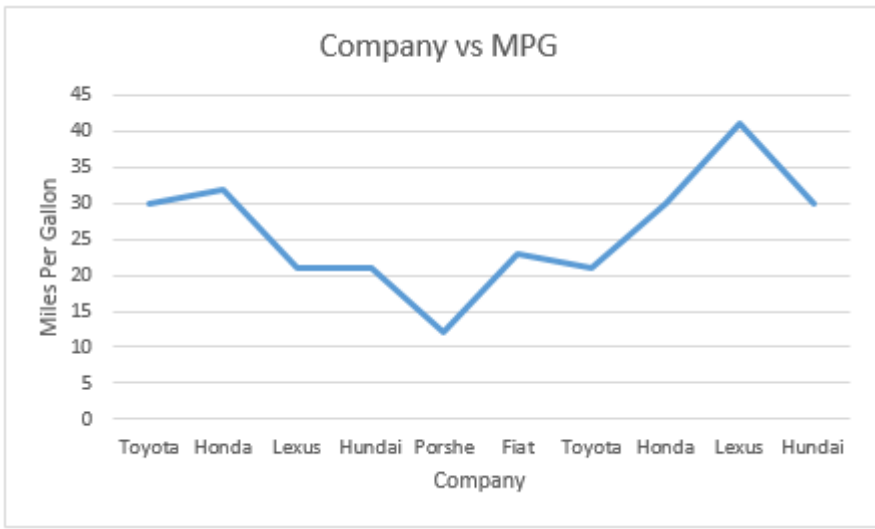
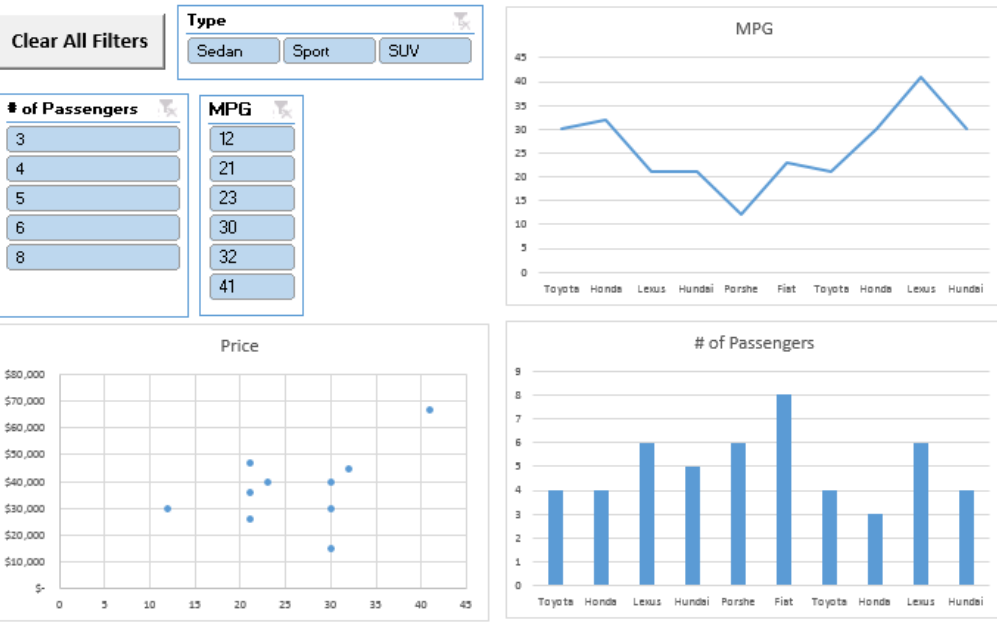
```
Slicers.xlsx - Module1 (Code)
(General)
Sub Clear_Slicer()
    ' Declare Variables
    Dim cache As SlicerCache

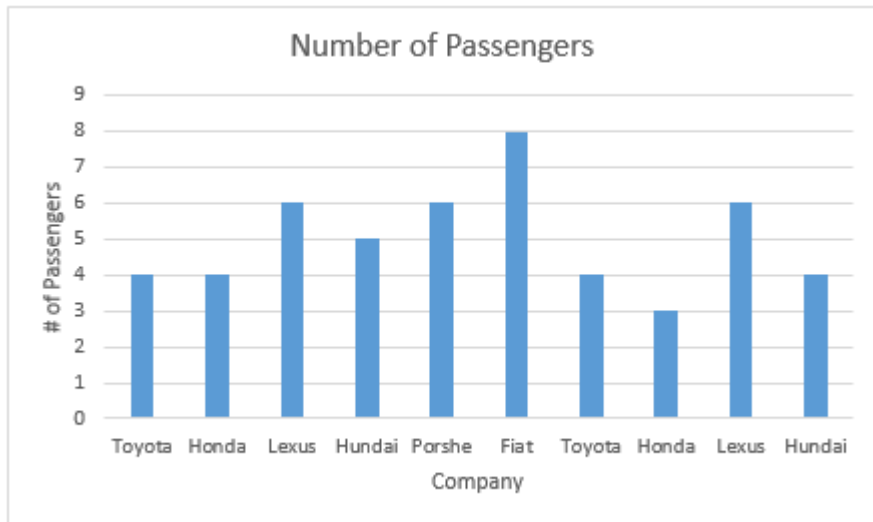
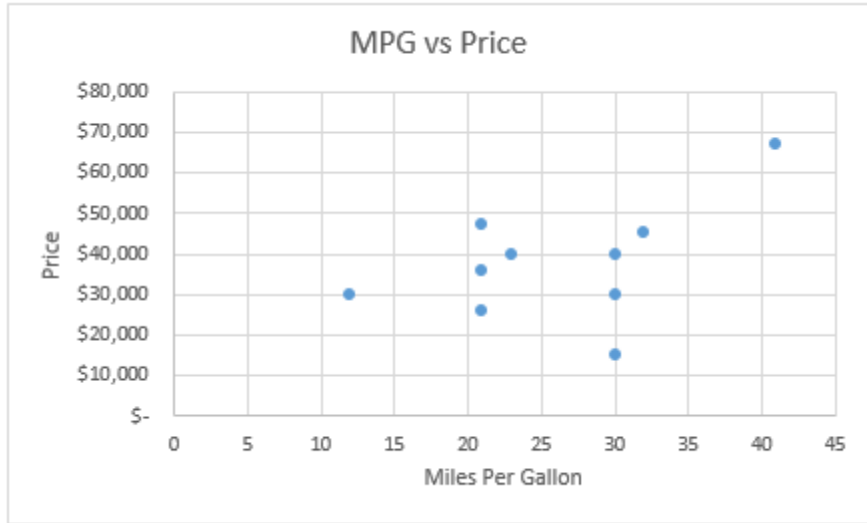
    ' Loop through each filter
    For Each cache In ActiveWorkbook.SlicerCaches
        ' clear filter
        cache.ClearManualFilter
    Next cache
End Sub
```





Best Cars of the Year





Clear All Filters

Type

Sedan Sport SUV

of Passengers

3

4

5

6

8

MPG

12

21

23

30

32

41

Best Cars of the Year

Clear All Filters

Type

Sedan Sport SUV

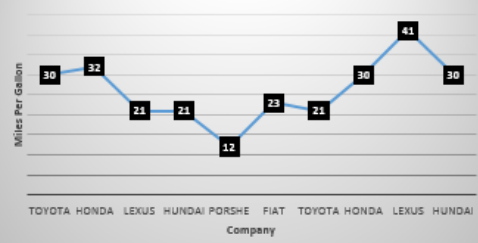
of Passengers

3
4
5
6
8

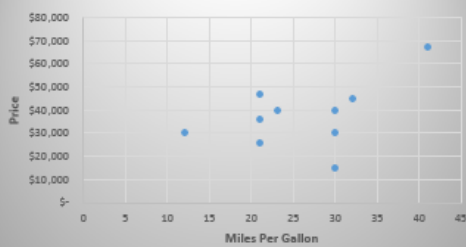
MPG

12
21
23
30
32
41

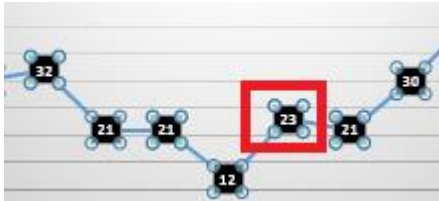
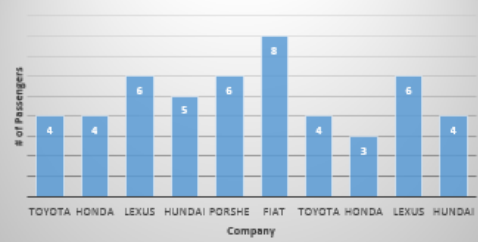
Company vs MPG



MPG vs Price



Number of Passengers



Format Data Labels

LABEL OPTIONS

TEXT OPTIONS



FILL

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill
- Automatic

Color



Format Chart Area ▼ ✕

CHART OPTIONS ▼ | TEXT OPTIONS



▲ FILL

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill
- Automatic

Preset gradients



Type

Radial ▼