





Mail

1

Manage Advanced Charts and Tables

Excel





C

Manage Advanced Charts and Tables

Advanced Charts in Excel

Advanced charts in Excel combine data from multiple data sets into a single chart, making it easier to evaluate multiple data sets and make quick judgments.



Waffle Chart

Heat Map

Step Chart

Box and Whisker Chart



Organization Chart



Various Methodologies Used to Create Advanced Charts in Excel

Create a new Excel workbook

Prepare the data by adding/removing rows and columns

Select the data range and insert a chart

Click on the bars/line and format the chart type based on the requirement



Steps to Pivot Table in Excel

A Pivot Table is a powerful tool to calculate, summarize, and analyze data that lets you see comparisons, patterns, and trends in your data.







Format a Pivot Table in Excel

You can format the numbers in a pivot table using Number Format under Value Field Settings.

Product	(All)	•									
Row Labe	ls 🔻 Sum of M	Net Sales	Right click here								
Middle North	0	250199 245154	Value Field Set	tings			? ×				
West	-	261522	Source Name: Net Sales								
Grand Tot	tal	756875	Custom Name:	Sum of	Net Sales	- 12					
			Summarize Va	alues By	Show Values As	For	mat Cells				
How	to set "Cu	irrency"	Summarize va	Summarize value field by				Number			
form	latting in F	Pivot?	data from the Sum Count Average Max Min Product	data from the selected field Sum Automatic field Count Average Max Min Product V			Category: General Number Currency Accounting Date Time Percentage Fraction Scientific	Sample S250,199 Decimal places: 0	•		
Field Set	ttings"							Negative	numbers:		
2. Click o	on "Number Forma	t" button						-\$1,234			
3. Set the	e for matting you w	ant.	Number Form				ext pecial	\$1,234 (\$1,234)			
						C	ustom	(\$1,234)			

Æ

Steps to Sort a Pivot Table in Excel

- 1. To change the calculations, right-click on a number.
- 2. Select Summarize Values By and click the required calculation format.

Ro Mi	w Labels	Sum of Ne	et Sales	В	I ≡ <u></u> ~ <u>A</u> ~ ⊞ ~ (- 0 -	00 20 🞺	
No We Gra	rth 2st and Total	0	229868 239201 699989		<u>C</u> opy <u>F</u> ormat Cells Number Forma <u>t</u> <u>R</u> efresh			
	1. Right click on any value 2. Select "Summarize Values By" 3. Change calculations to another type. Bonus: Go to "More Options" for few more calculations.		×	Sort Remove "Sum of Net Sales" Summarize Values By Show Values As	> > >	~	<u>S</u> um <u>C</u> ount	
¥			bre	+=	Show D <u>e</u> tails			<u>A</u> verage 3
					Value Field Setti <u>ng</u> s PivotTable <u>O</u> ptions Hide Fiel <u>d</u> List			<u>M</u> ax M <u>i</u> n <u>P</u> roduct
								More <u>O</u> ptions

5



Layouts available for a Pivot Table

The different layouts available for a pivot table are:





Change Layout Pivot Table in Excel

Under the **Design** tab, you can find various options to change the layout and styles.

	nde link feren ins line	Desig	n
Subtotals Grand Report Blank Column Header	Banded Rows Banded Columns		
Layout PivotTab	le Style Options	PivotTable Styles	
Enable totals from here. Choose report layout and blank rows.	Turn on / off headers and banded (zebra) lining.	One click pivot table styles. Not happy with the choices, create your own :)	

7



Recap:

- Advanced charts in Excel combine data from multiple data sets into a single chart, making it easier to evaluate multiple data sets and make quick judgments.
- A Pivot Table is a powerful tool to calculate, summarize, and analyze data that lets you see comparisons, patterns, and trends in your data.
- \circ $\;$ The different filters available for a pivot table are: Report filters and slicers
- The layouts available for a pivot table are: Compact form, outline form, and tabular form.