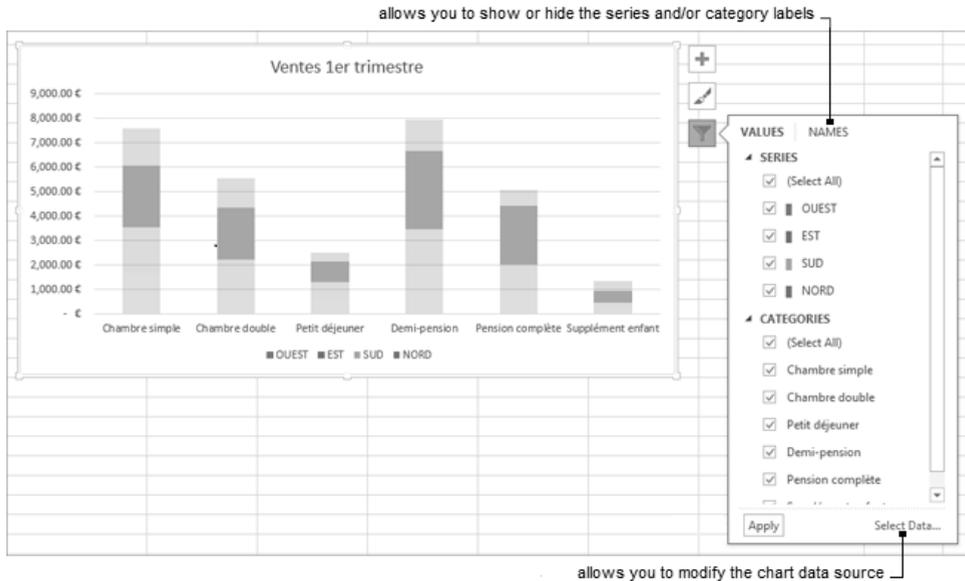


Filtering chart data **NEW**

- To filter the data being displayed in the chart, click the **Chart Filters** button .



- Check the series/categories you want to display in the chart and uncheck the ones to hide. *If you point to a series or category, it will be highlighted in the chart window.*
- Click to confirm your choices and apply them to the chart.

Applying a predefined chart layout

Different default layouts display a location for the chart title, the legend, data table, etc.

- Activate the chart then the **CHART TOOLS - DESIGN** tab.

Layout

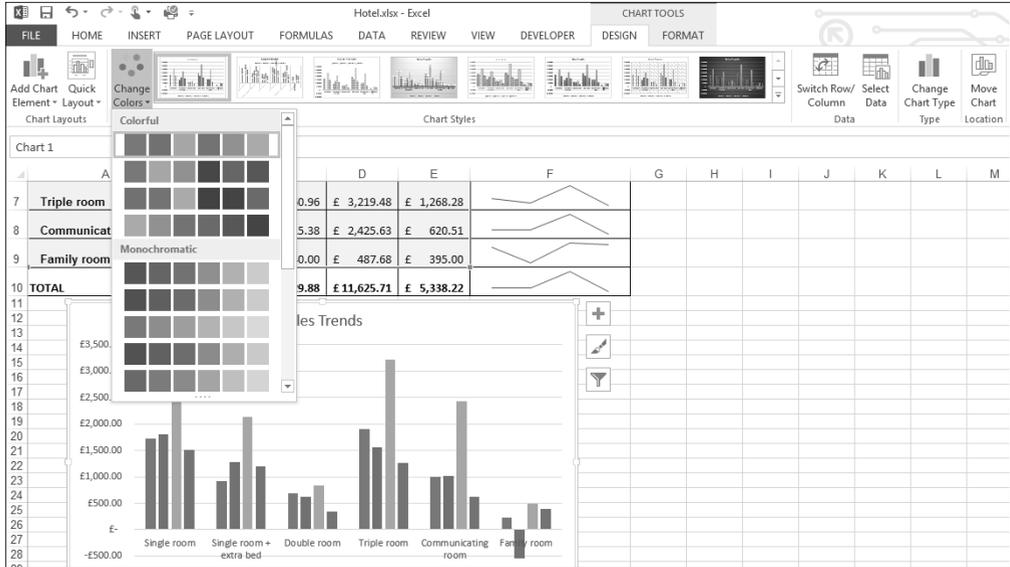
- Go to the **Chart Layouts** group, open the list from the **Quick Layout** button and then click the layout you want.

*For example, **Layout 5** displays the data table in the chart area.*

Colours

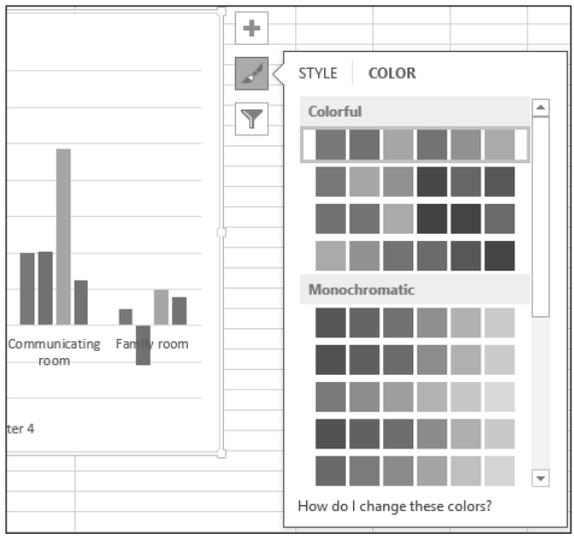
- To apply predefined colours to the selected chart, click the **Change Colors** button.

The essentials and new features



- ☐ Point to a **Colorful** or **Monochromatic** colour series to see an instant preview of the effect on the chart.
- ☐ Click the colour series you want to apply to the selected chart.

 **NEW** To change the colours, you can also click the **Chart Styles** tool  located alongside the chart area, select the **COLOR** tab and then click the series you want.



Applying a quick style to the chart

A quick style is a set of predefined fill and border colours for the chart elements.

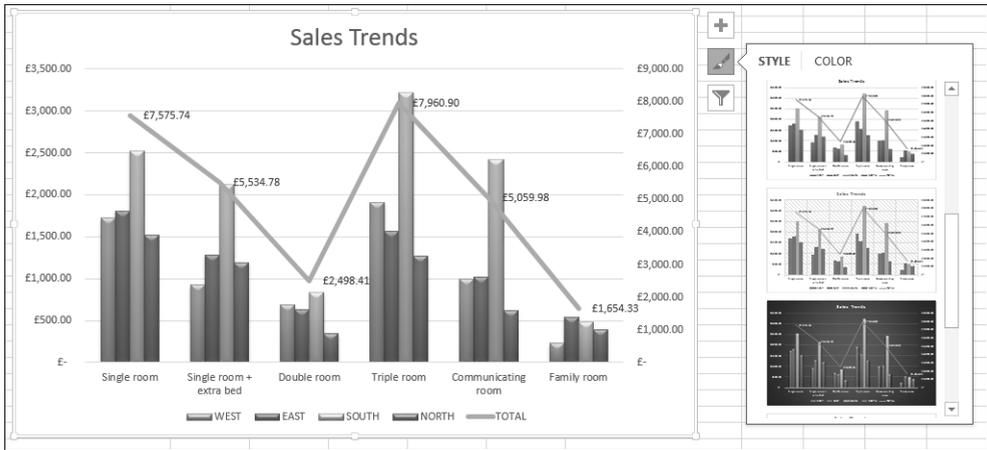
First method

- ☐ In the **CHART TOOLS - DESIGN** tab, go to the **Chart Styles** group and choose the style you want.

To see all available styles at once, click the **More** button  in the same group.

Second method **NEW**

- ☐ Activate the chart and then click the **Chart Styles** tool  alongside the chart area.



- ☐ If it is not already active, activate the **STYLE** tab, then click the style you want.

 You can apply a quick style to a specific chart element.

To change the chart colours, see the section on Applying a predefined chart layout.

To remove the custom format from the selected chart element and restore its default general appearance, activate the **CHART TOOLS - FORMAT** tab and click the **Reset to Match Style** button from the **Current Selection** group.

Pivot Tables

Choosing a recommended Pivot Table **NEW**

You can use a Pivot Table to summarise, analyse, explore and present summary data. Excel 2013 can now suggest a range of Pivot Tables which are particularly suited to your data, helping you with your summaries and analyses.

- ☐ If the relevant cell range contains column headers or is already an Excel table, click one of the cells. If not, select the cell range you want to use in the Pivot Table.
- ☐ Make sure there are no blank rows in your data.

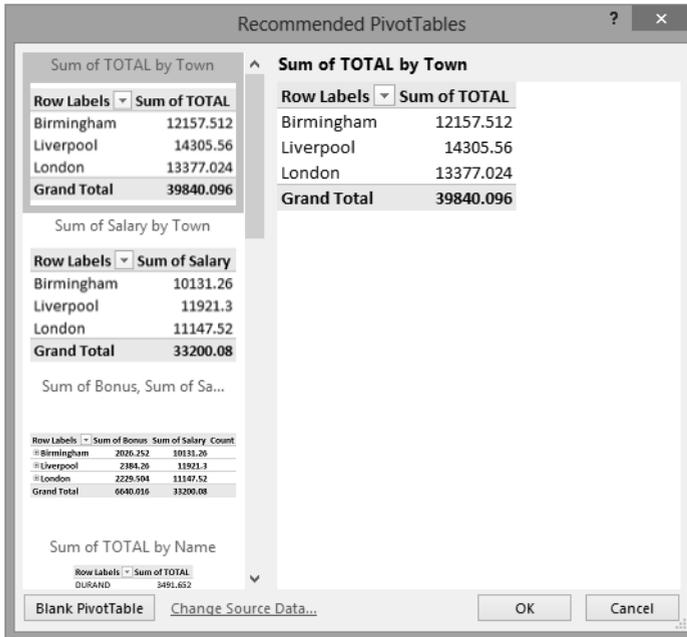
The essentials and new features

- ☐ Select the **INSERT** tab, go to the **Tables** group, and then click then **Recommended PivotTables**



tool

Excel will analyse the data and suggest various suitable types of Pivot Table.



- ☐ Click one of the Pivot Table layouts in the left-hand side of the window to see a preview in the right-hand side.

*The **Blank PivotTable** button at the bottom left of the window, as its name suggests, will enable you to ignore Excel's suggestions and design your own Pivot Table from scratch.*

- ☐ If you are happy with the suggested Pivot Table, click the **OK** button.

*The new worksheet (entitled **Sheetx**) created to accommodate the Pivot Table will also display the **Office PivotTable Fields** pane, from which you can make changes to the Pivot Table.*

The screenshot shows the Excel 2013 interface with a PivotTable and the PivotTable Fields task pane. The PivotTable is located in the worksheet and has the following data:

Row Labels	Sum of TOTAL
Birmingham	12157.512
Liverpool	14305.56
London	13377.024
Grand Total	39840.096

The PivotTable Fields task pane on the right shows the following configuration:

- Choose fields to add to report:
 - Name
 - First name
 - Job
 - Town
 - Hire date
 - Seniority
 - Salary
 - Bonus
 - TOTAL
- MORE TABLES...
 - Drag fields between areas below:
 - FILTERS: (empty)
 - COLUMNS: (empty)
 - ROWS: Town
 - VALUES: Sum of TOTAL

If you want to make changes to the Pivot Table created automatically by Excel, follow the procedures described in the section on Managing fields in a Pivot Table, later in this chapter.

 You can also create a Pivot Table based on Excel's suggestions by selecting your data, clicking the **Quick Analysis** tool  to the bottom right of the selection and activating the **TABLES** tab:

The screenshot shows a data table with the following columns: Name, Job, Location, Start Date, Years, Salary, and Total. The Quick Analysis tool is open, and the TABLES tab is selected, showing a preview of a PivotTable template.

	PAULLAC	Helen	Waitress	Birmingham	01/07/2002	10 years	€ 2,785.00	€ 557.00	€ 3,342.00
16	IDRAM	John	Wine waiter	Liverpool	15/02/2004	9 years	€ 1,350.66		
17	MARTIN	Yann	Waiter	Liverpool	01/11/2001	11 years	€ 1,705.50		
18	AUDRIN	Mireille	Waitress	Birmingham	15/03/2004	9 years	€ 1,497.75		
19	DAVIES	Alan	Waiter	Birmingham	01/06/2005	7 years	€ 1,355.00		
20	BERTIN	Steven	Waitress	Birmingham	01/09/2000	12 years	€ 1,590.00		
21	DURAND	Stephanie	Cook	Birmingham	01/08/2001	11 years	€ 1,550.99		
22	PAULIN	Elie	Waiter	Birmingham	15/05/2005	7 years	€ 1,352.52		

You can then point to one of the **PivotTable** templates to see a preview of the result, then click the layout you want. The **More** button opens the **Recommended PivotTables** window.

The essentials and new features

Creating a Pivot Table

You can use a Pivot Table to summarise, analyse, explore and present summary data.

If you want to use one of the pivot tables recommended by Excel, see the section on Choosing a recommended Pivot Table, at the start of this chapter.

- ☒ If the relevant cell range contains column headers or is already an Excel table, click one of the cells. If not, select the cell range you want to use in the Pivot Table.
- ☒ Make sure there are no blank rows in your data.
- ☒ Select the **INSERT** tab, go to the **Tables** group, and then click the **PivotTable** tool .

- ☒ Make sure that **Select a table or range** field contains the data used to fill the table. If not, use the  button to select them.
*Note that the **Choose Connection** button under the **Use an external data source** option enables you to select tables from an Excel data model (see *Importing data - Importing data from an Access database*).*
- ☒ Choose whether you want to put the Pivot Table in a **New Worksheet** or an **Existing Worksheet** within the workbook. For the second option, use the  button to select the first destination cell of the report.
- ☒ Click **OK**.