Contents

**CHAPTER 11**
Working with Tables 189

- Working with Tables 190
  - Insert and Delete Table Rows and Columns 190
  - Calculated Columns 191
  - Apply a Sort or Filter 191
- Special Table Features 192
  - Table Name 193
  - Header Row 193
- Table Style Options 193
- Structured References 196
  - Formulas with Structured References 196
- Creating Sparklines 198

**CHAPTER 12**
PivotTables and PivotCharts 201

- Creating PivotTables 202
  - What Is a PivotTable? 202
  - Arranging the Source Data 203
  - Remove Duplicates 203
  - Adding PivotTable Fields 204
- Using PivotTables for Analysis 206
  - Formatting PivotTables 207
  - Changing Value Field Settings 208
- Filtering a PivotTable 211
  - Filtering with AutoFilter 211
  - Filtering with a Filter Field 211
  - Filtering with Slicers 212
- Creating Calculated Fields 214
  - Show Values As 215
  - Refreshing PivotTable Data 215
  - Referencing PivotTable Data 215
- Creating PivotCharts 217
  - Filtering PivotCharts 217

**CHAPTER 13**
Working with Macros 219

- Introducing Macros 220
  - Changing Macro Security 220
- Recording Macros 221
  - Recording the Macro Steps 222
  - Storing and Sharing Macros 222
  - Saving a Workbook Containing Macros 223
- Running and Assigning Macros 224

**CHAPTER 14**
Data Management for Business 227

- Importing and Exporting Data 228
  - Importing 228
  - Exporting 228
- Mail Merge with Microsoft Word 229
- Importing Tables from Microsoft Access 230
- External Workbook References 230
- Summarizing Data 232
  - Data Consolidation 232
- Advanced Options for Filling a Data Series 234
- Additional Charts and Chart Tools 236
  - Adding Trendlines 237
  - Saving a Chart as a Template 237
  - Additional Lookup and Logical Functions 238
    - XLOOKUP 239
    - Other Logical Functions 239
# CHAPTER 15

**Workbook Completion** 241

- Inserting Hyperlinks for Navigation 242
- Working with Notes and Comments 243
- Adding Alternative Text to Objects for Accessibility 245

**Inspecting Your Workbook** 246
- Inspect a Workbook for Hidden Properties or Personal Information 247
- Inspect a Workbook for Accessibility 247
- Inspect a Workbook for Compatibility 248
- Configure Editing and Display Languages 250

**Creating Forms** 251

**Protecting Workbooks** 253
- Protect Workbook Structure 254
- Protect a Worksheet 254
- Lock Cells and Hide Formulas 255
- Configure Formula Calculation Options 255
- Manage Workbook Versions 255
- Mark as Final 256
- Encrypt with a Password 256

**Index** 259