STUDENT MANUAL

Excel 2013: Data Tables and Charts

Towson University

Office of Technology Services

OTS Training

Excel 2013: Data Tables and Charts

Excel 2013: Data Tables and Charts

Part Number: 222783
Course Edition: 1.0

Acknowledgements

PROJECT TEAM

Author	*Media Designer*	*Content Editor*
Pamela J. Taylor	Alex Tong	Angie French

Notices

DISCLAIMER

While Logical Operations, Inc. takes care to ensure the accuracy and quality of these materials, we cannot guarantee their accuracy, and all materials are provided without any warranty whatsoever, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. The name used in the data files for this course is that of a fictitious company. Any resemblance to current or future companies is purely coincidental. We do not believe we have used anyone's name in creating this course, but if we have, please notify us and we will change the name in the next revision of the course. Logical Operations is an independent provider of integrated training solutions for individuals, businesses, educational institutions, and government agencies. Use of screenshots, photographs of another entity's products, or another entity's product name or service in this book is for editorial purposes only. No such use should be construed to imply sponsorship or endorsement of the book by, nor any affiliation of such entity with Logical Operations. This courseware may contain links to sites on the internet that are owned and operated by third parties (the "External Sites"). Logical Operations is not responsible for the availability of, or the content located on or through, any External Site. Please contact Logical Operations if you have any concerns regarding such links or External Sites.

TRADEMARK NOTICES

Logical Operations and the Logical Operations logo are trademarks of Logical Operations, Inc. and its affiliates.

Microsoft® Office Excel® 2010 is a registered trademark of Microsoft Corporation in the U.S. and other countries. Microsoft® Office Outlook® and Microsoft® SharePoint® are also registered trademarks of Microsoft Corporation in the U.S. and other countries. The other Microsoft products and services discussed or described may be trademarks or registered trademarks of Microsoft Corporation. All other product and service names used may be common law or registered trademarks of their respective proprietors.

Copyright © 2012 Logical Operations, Inc. All rights reserved. Screenshots used for illustrative purposes are the property of the software proprietor. This publication, or any part thereof, may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, without express written permission of Logical Operations, 500 Canal View Boulevard, Rochester, NY 14623, (800) 456-4677. Logical Operations' World Wide Web site is located at **www.logicaloperations.com.**

This book conveys no rights in the software or other products about which it was written; all use or licensing of such software or other products is the responsibility of the user according to terms and conditions of the owner. Do not make illegal copies of books or software. If you believe that this book, related materials, or any other Logical Operations materials are being reproduced or transmitted without permission, please call (800) 456-4677.

Excel 2013: Data Tables and Charts

Organizing Worksheet Data with Tables 1

Create and Modify Tables 2

Sort and Filter Data 9

Use Summary and Database Functions to Calculate Data 24

Visualizing Data with Charts 39

Create Charts 40

Modify and Format Charts 46

Create a Trendline 59

Create Advanced Charts 66

Lesson Labs 75

Solutions 77

Glossary 79

Index 81

Click here to download full PDF material