Budgeting
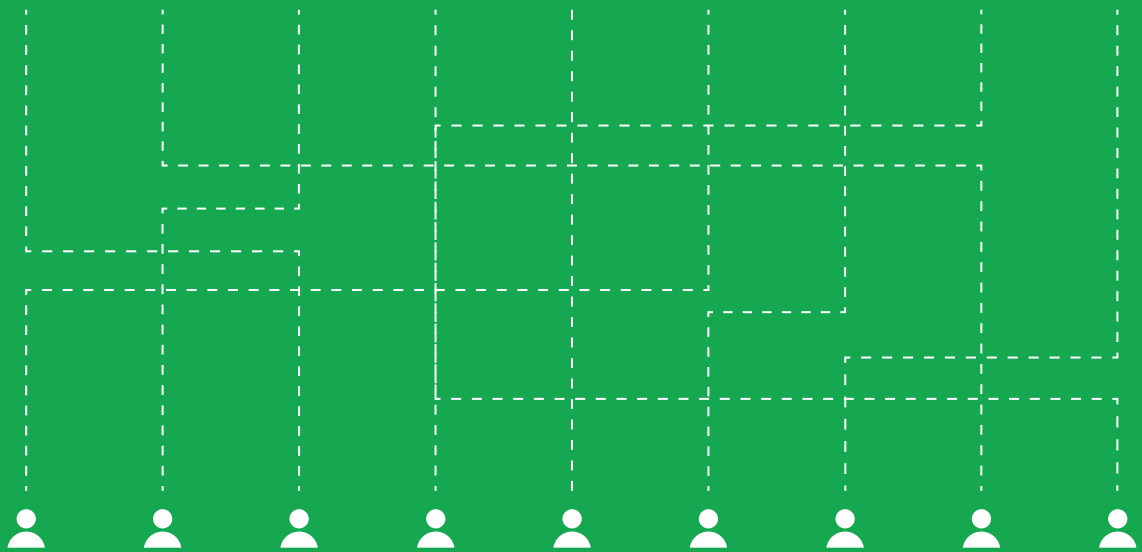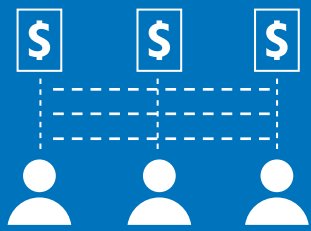
Crunch the numbers together

Work online together in Excel

Work simultaneously on the same spreadsheet with multiple people using Excel Online.

All participants can see changes made by others in real time.

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Stay in touch with Lync

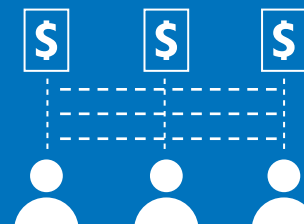Use Lync to discuss changes with your team in real time through IM, calls or video conferences.

Use advanced features online

In addition to data entry, Excel Online allows for fairly advanced editing, such as drag-fill and format pasting.

Changes made to a workbook by multiple authors are saved to SharePoint automatically.

Gain valuable insights

With Excel, you can crunch massive volumes of data effortlessly and easily gain meaningful insights from it.
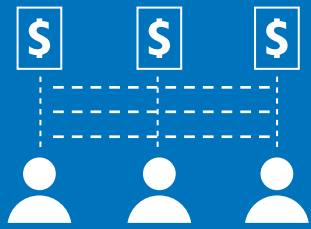

Suppose you have a workbook containing large amounts of data, which is stored as an embedded PowerPivot database inside an Office Open XML file.

Reveal important relationships

In the Diagram View of PowerPivot for Excel, you can easily see the relationships among the different tables of data from that workbook, and you can easily add or delete relationships.

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Dive into the details

Create a PivotTable to help you summarize, visualize, and explore your data.

Powerful data analysis brings self-service business intelligence to your desktop.
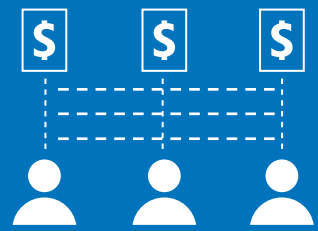
Pick your data

Drag fields from your workbook to the Values, Columns, and Rows areas on the PivotTable Fields List to get started building your PivotTable.

Excel allows you to choose what values your data will represent, such as the sum of items or a count. With minimal effort, you now have a basic PivotTable that includes fields from three different tables.
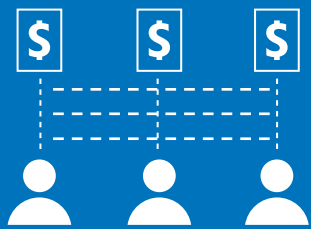
Filter data quickly

You can even perform sales analysis by filtering the data you need from a workbook.

Add a slicer to the report so you can analyze a sales report by Geography.

Filter data by date

A timeline slicer allows you to filter a report by a date range.

Filter data by date

A timeline slicer allows you to filter a report by a date range.

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Cross drill into your data

Use Quick Explore to cross drill to a different data field in a PivotTable report.

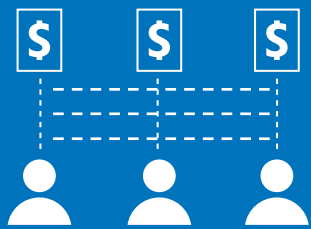You can cross drill from one field to another, and then drill down as far as you like.

A PivotTable allows you to drill into more granular data. As shown here, you can drill from region to country to state.

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Parse your data

Excel can filter data in a variety of ways. Imagine you have a list of individual customer names, addresses, and the number of orders they've placed. And, you want to easily parse the address into separate columns.
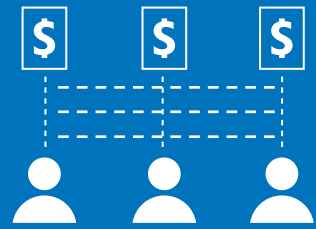

Flash Fill allows you to do just that in a matter of seconds.

Preview formatting options

Quick Analysis provides an easy way to preview data with different Excel formatting and data visualization tools.

Pick the right chart

Excel can even recommend the most suitable chart layout and format for the dataset you selected.
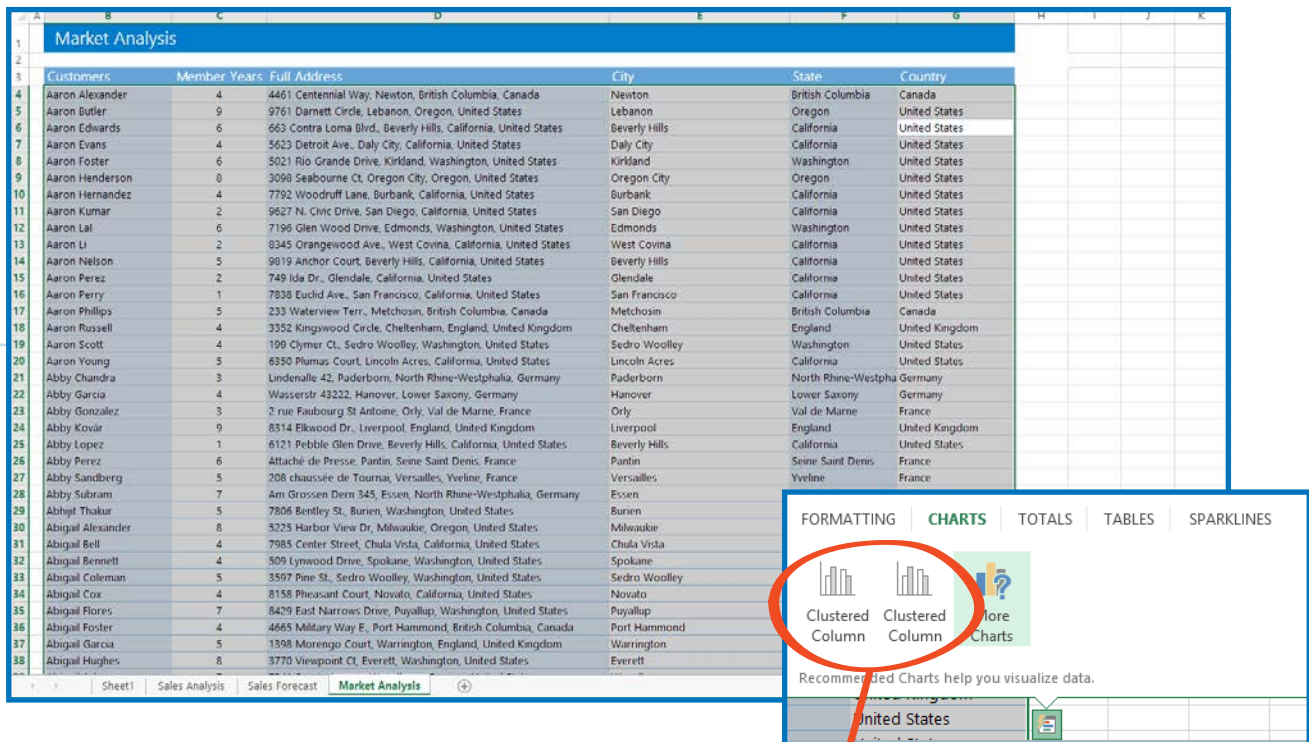
A PivotChart, based on a PivotTable, is ideal for visualizing large amounts of data, for example.

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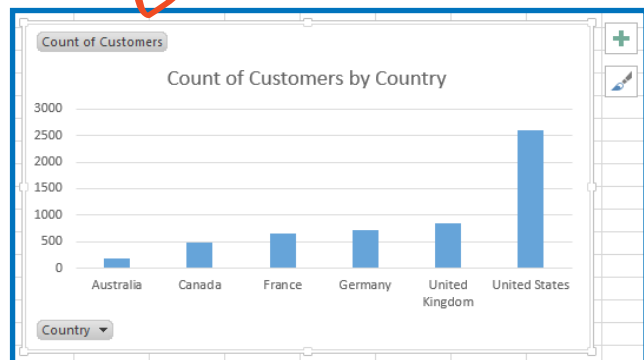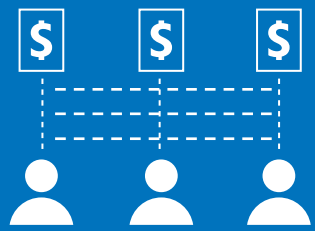
Format your chart

You can modify the format of the recommended chart with a set of predefined styles. You can even custom-define your own style.
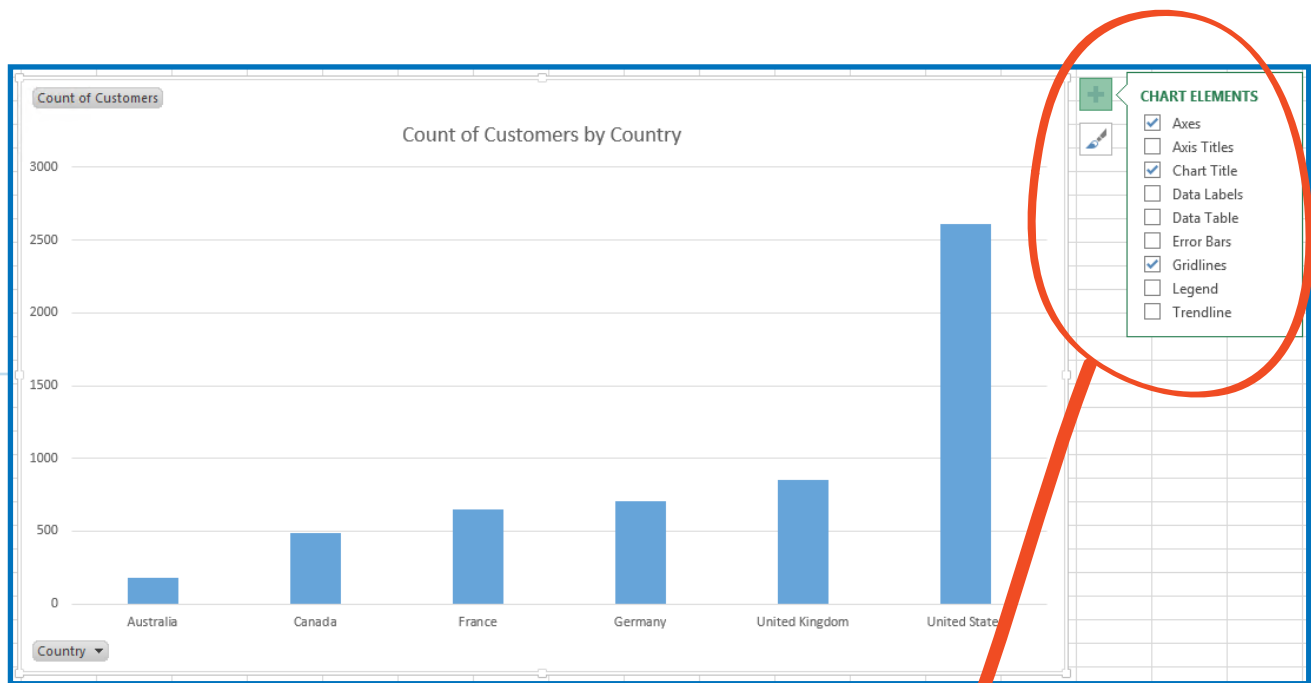
The Chart Elements and Style buttons to the right of the chart give you different options for modifying your chart.

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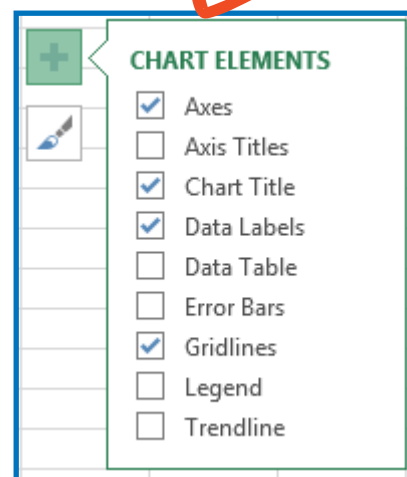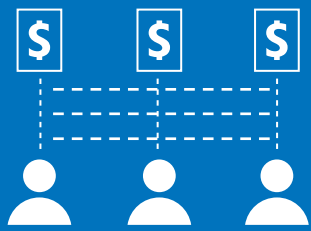
Customize your chart

You can customize your PivotChart with labels, a new chart style, and a green monochromatic color scheme.

CHART ELEMENTS

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

STYLE **COLOR**

Monochromatic

How do I change these colors?

STYLE COLOR

Count of Customers

Count of Customers by Country

Country	Count
Australia	177
Canada	489
France	648
Germany	709
United Kingdom	855
United States	2608
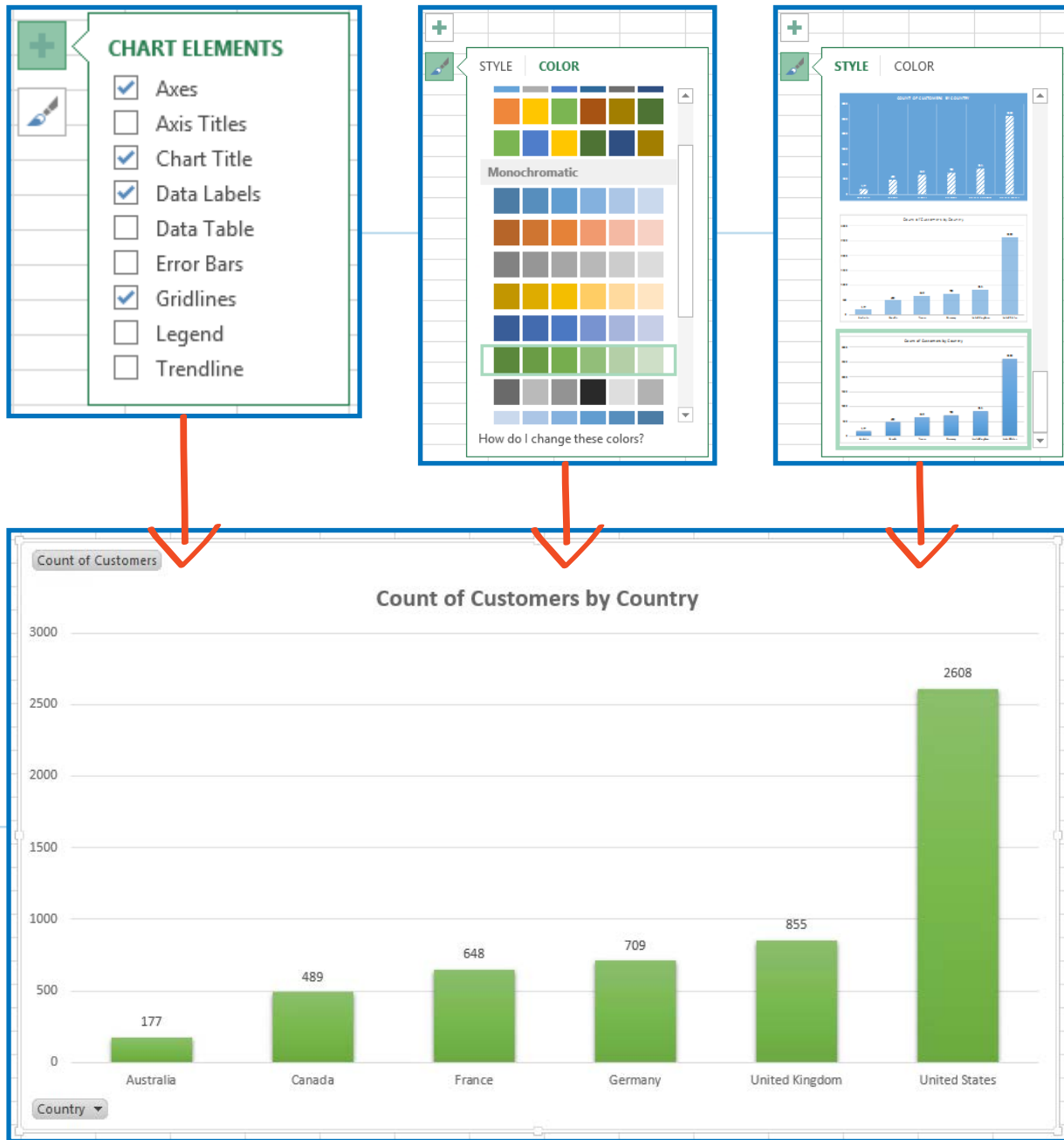
Country ▾

Export to other Office apps

Exporting PivotTables and PivotCharts from Excel to another Office application, like PowerPoint, is as easy as copy and paste.

In this example, we've opted for the copied PivotChart to maintain a link to the source. Any time the data in the source workbook changes, it will be reflected in the PowerPoint presentation.

Build a 3-D map

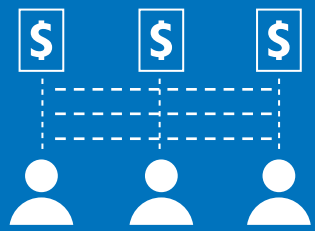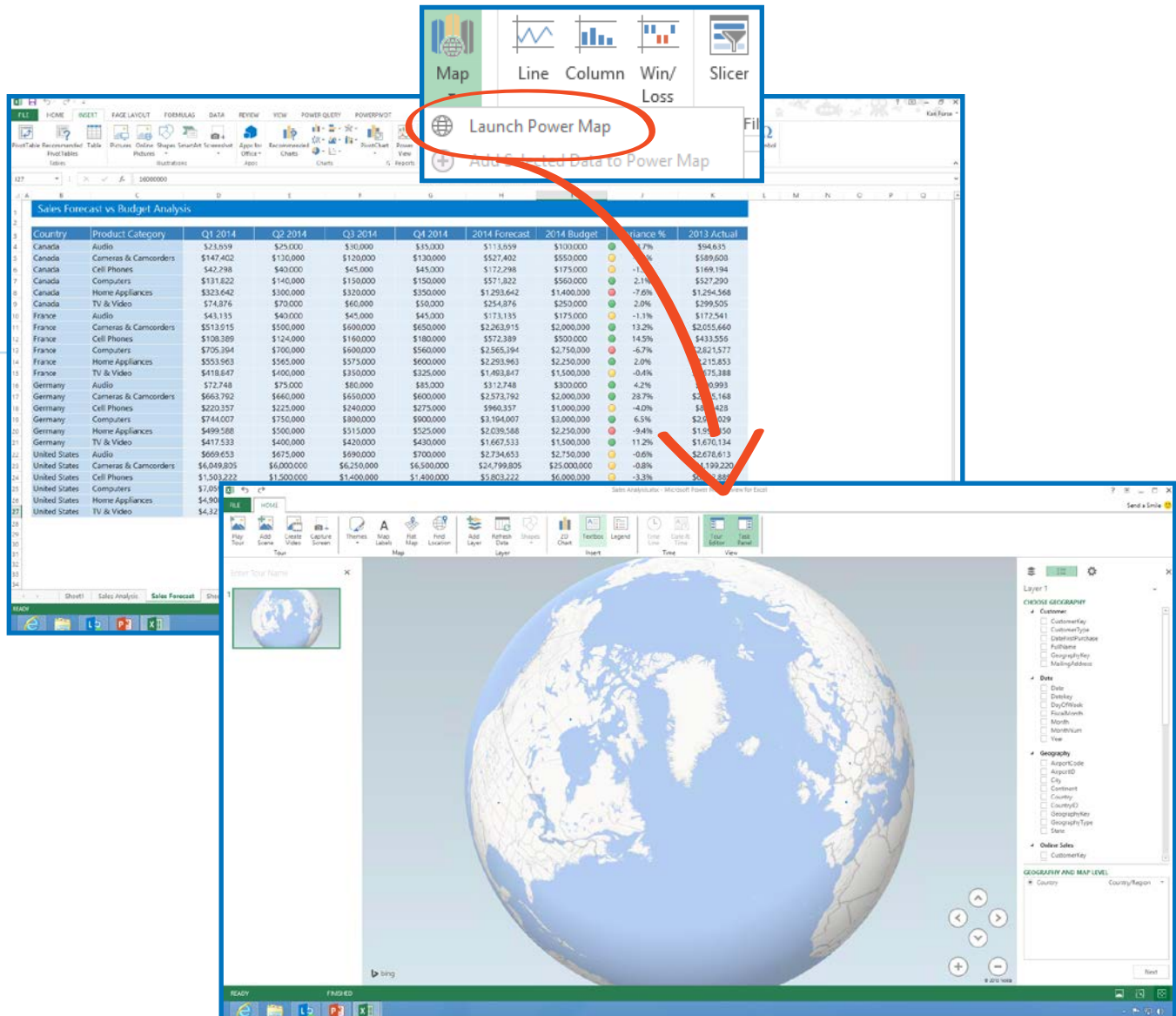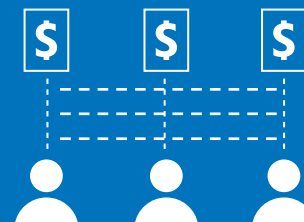Power Map is a 3-D visualization add-in for Excel that lets you map, explore, and interact with geographical and temporal data.

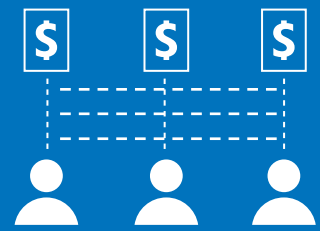Power Map enables you to discover and share new insights.
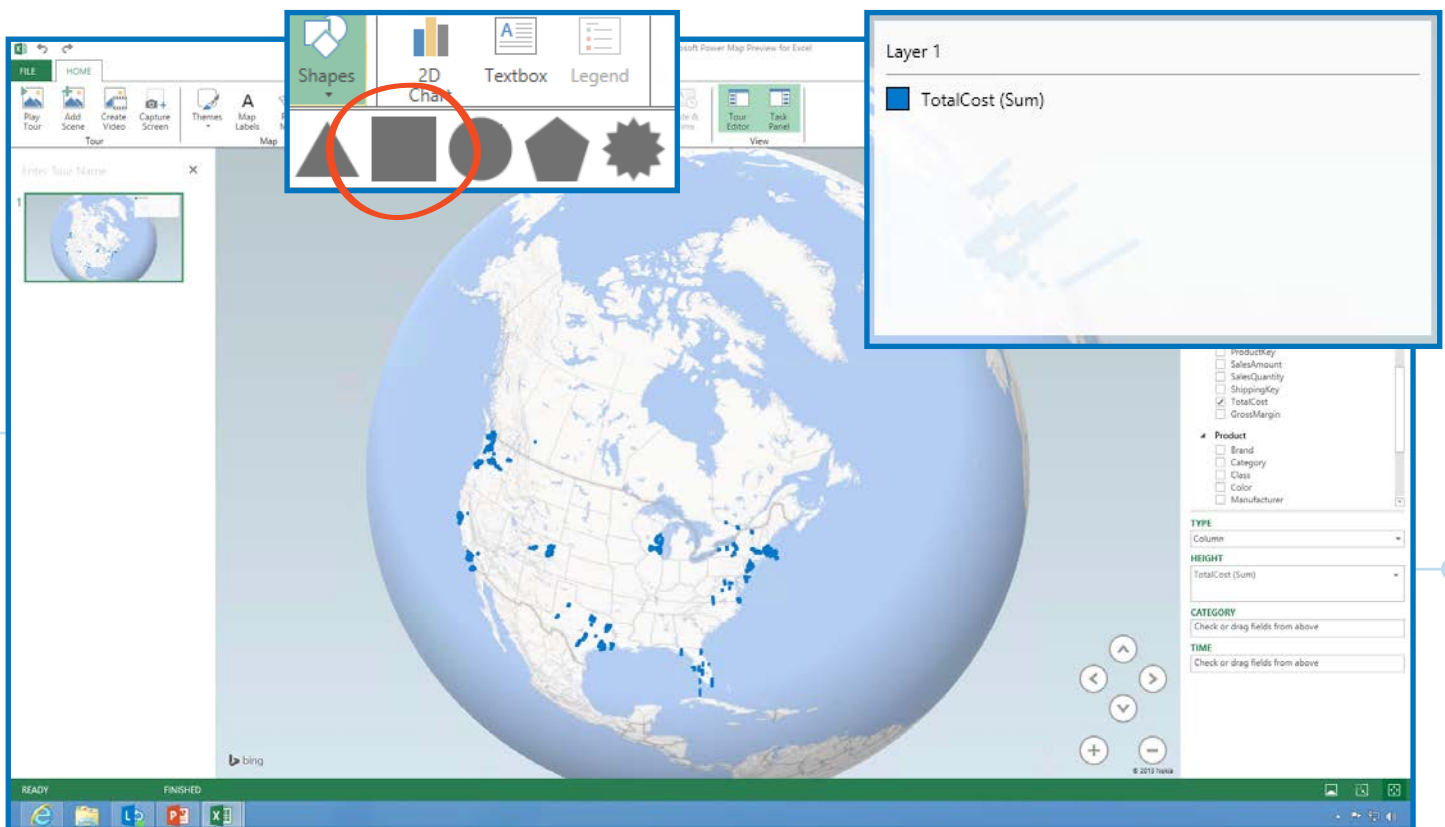
Choose your map data

Select geographical data from your spreadsheet that you want to visualize on a map.

Power Map automatically updates and displays the data from the spreadsheet in a visual form.
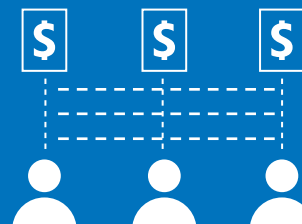
Shape up your data

Power Map can graphically show correlations between columns of data using a variety of features.
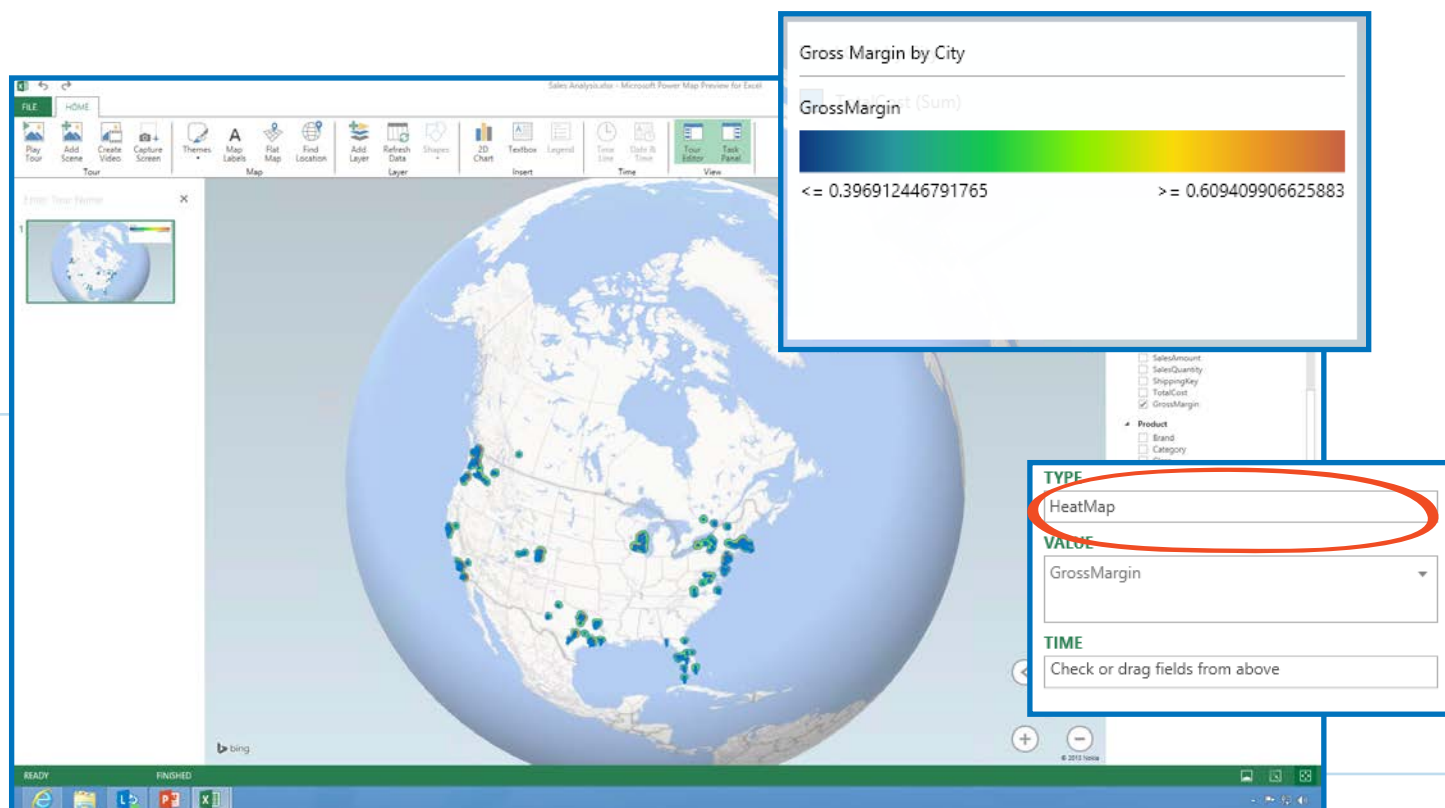

Choose a shape, such as a square, to modify the appearance of your column data.
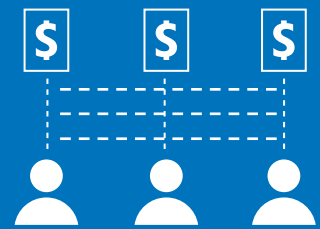
Create easy-to-consume data

Use a heat map to make it easy for people to consume your data at a glance.
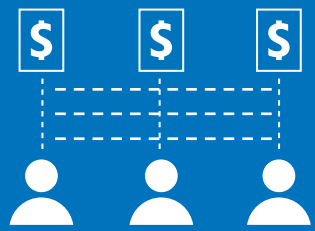

Just choose the Heat Map type.

Compare locations

You can compare locations around the globe easily on a Power Map.

Simply type in your desired location and click Find.
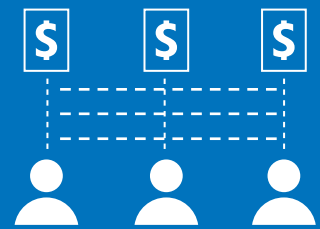
Make a scene

Create a guided interactive tour of your data by assembling screen captures of your data into scenes.

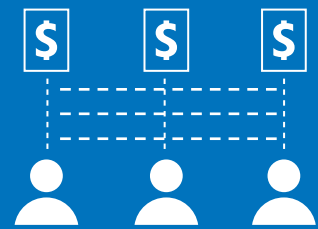Add scenes to highlight meaningful insights from your data.

Build a Power Query

Power Query for Excel is an add-in that enhances the self-service business intelligence experience in Excel by simplifying data discovery and access.
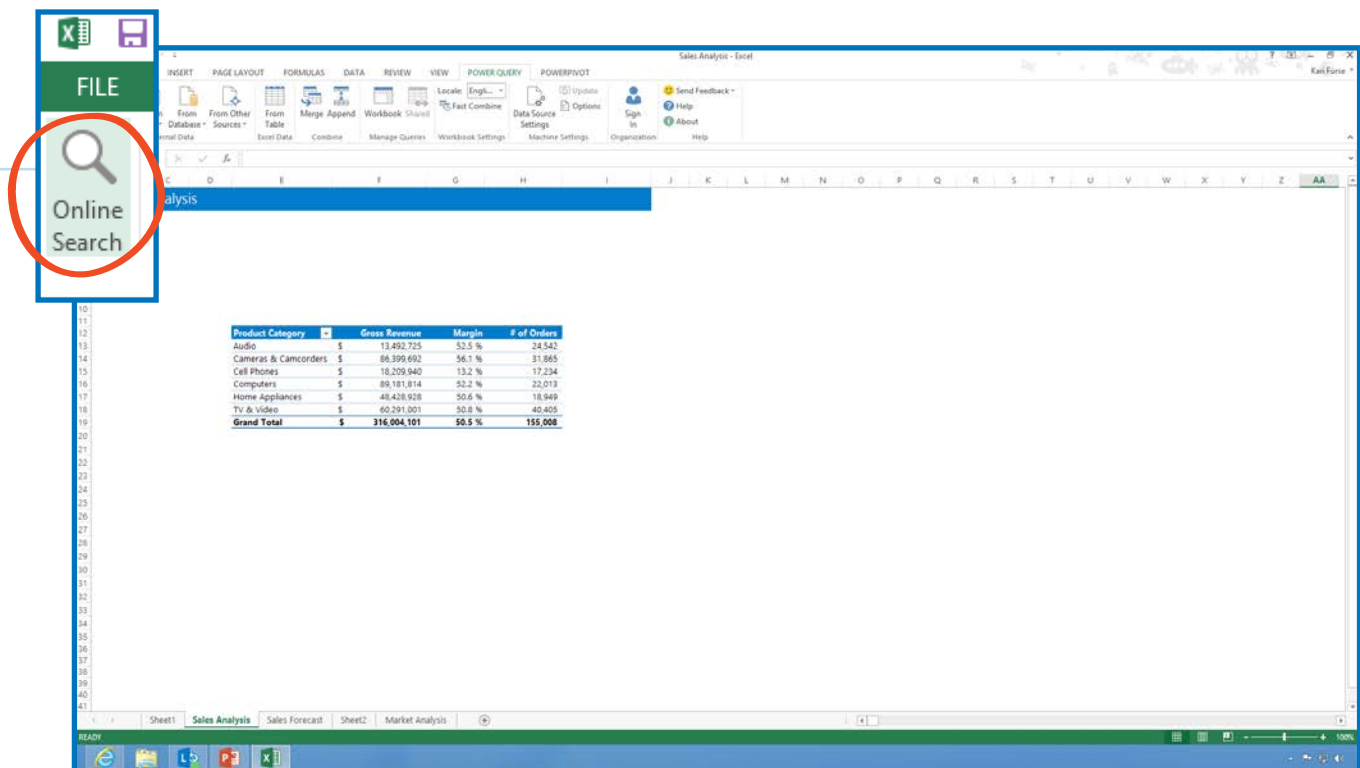
Power Query lets you discover relevant data online and incorporate that data into an existing data model.

Conduct online research

Normally, this process takes a lot of time and effort, but Power Query makes it possible to execute a simple search and get relevant information in minutes.

Edit online research

To edit data returned from your online search, right-click the query, and then click Edit from the drop-down menu.

The Query Editor window will open, displaying the returned data.
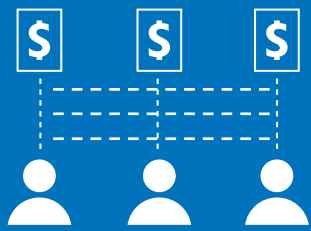
Narrow your search

It's easy to delete data you don't actually need. Simply select the columns you want to keep, right-click, and then choose Remove Other Columns.
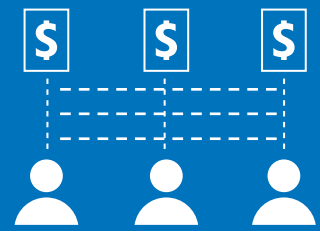

The resulting table displays only the information you want.

Learn more

Office 365 for Business Learning Center

http://aka.ms/o365learning