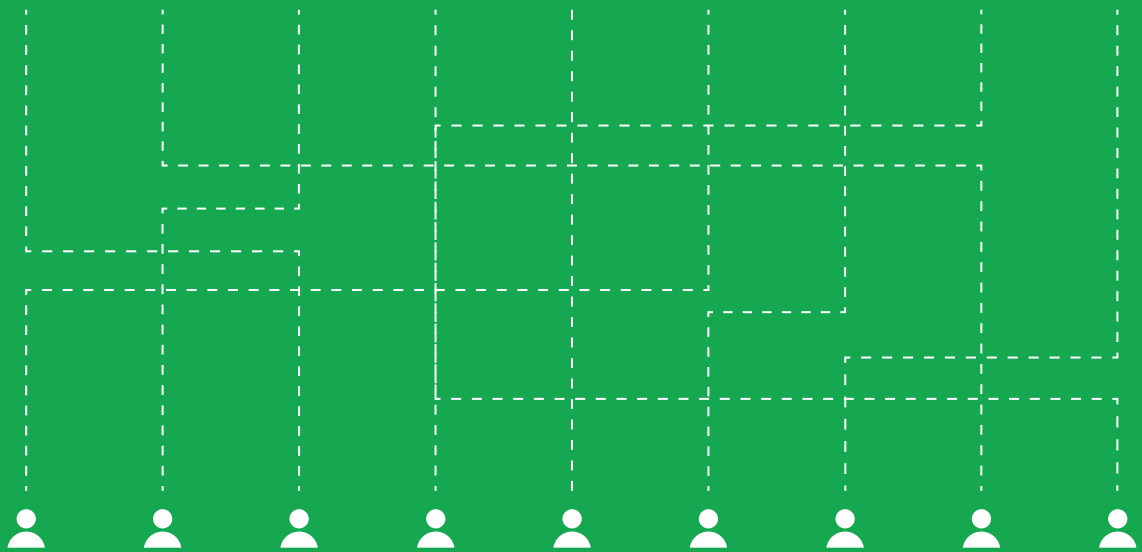
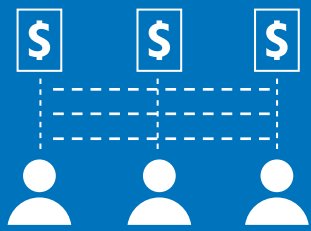


B u d g e t i n g



Crunch the numbers together



# Work online together in Excel

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

Share Kari Furse ?

Katie Jordan is also editing

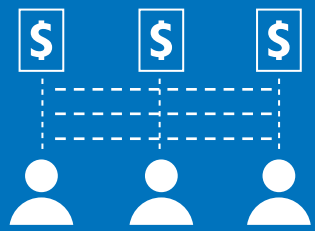
Katie Jordan  
Editing G4

Country	Product Category	Q1 2014	Q2 2014	Q3 2014	Q4 2014	2014 Forecast	2014 Budget	Variance %	2013 Estimate
Canada	Audio	\$23,659	\$25,000	\$30,000	\$130,000	\$178,659	\$100,000	-21.3%	\$94,635
Canada	Cameras & Camcorders	\$147,402	\$130,000	\$120,000	\$130,000	\$527,402	\$550,000	-4.1%	\$589,608
Canada	Cell Phones	\$42,298	\$40,000	\$45,000	\$45,000	\$171,298	\$175,000	-1.5%	\$168,194
Canada	Computers	\$131,822	\$140,000	\$150,000	\$150,000	\$571,822	\$560,000	2.1%	\$527,290
Canada	Home Appliances	\$323,642	\$300,000	\$320,000	\$350,000	\$1,293,642	\$1,200,000	-7.6%	\$1,294,111
Canada	TV & Video	\$74,876	\$70,000	\$60,000	\$50,000	\$254,876	\$250,000	-1.9%	\$295,505
France	Audio	\$43,135	\$40,000	\$45,000	\$45,000	\$173,135	\$175,000	-1.1%	\$172,541
France	Cameras & Camcorders	\$513,915	\$500,000	\$600,000	\$650,000	\$2,263,915	\$2,000,000	13.2%	\$2,055,660
France	Cell Phones	\$108,389	\$124,000	\$160,000	\$180,000	\$572,389	\$500,000	14.5%	\$433,556
France	Computers	\$705,394	\$700,000	\$600,000	\$560,000	\$2,565,394	\$2,750,000	-6.7%	\$2,821,577
France	Home Appliances	\$553,963	\$565,000	\$575,000	\$600,000	\$2,293,963	\$2,250,000	2.0%	\$2,215,853
France	TV & Video	\$418,847	\$400,000	\$350,000	\$325,000	\$1,493,847	\$1,500,000	-0.4%	\$1,675,388
Germany	Audio	\$72,748	\$75,000	\$80,000	\$85,000	\$312,748	\$300,000	4.2%	\$290,993
Germany	Cameras & Camcorders	\$663,792	\$660,000	\$650,000	\$600,000	\$2,573,792	\$2,000,000	28.7%	\$2,655,168
Germany	Cell Phones	\$220,357	\$225,000	\$240,000	\$275,000	\$960,357	\$1,000,000	-4.0%	\$881,428
Germany	Computers	\$744,007	\$750,000	\$800,000	\$900,000	\$3,194,007	\$3,000,000	6.5%	\$2,976,029
Germany	Home Appliances	\$499,588	\$500,000	\$515,000	\$525,000	\$2,039,588	\$2,250,000	-9.4%	\$1,998,350
Germany	TV & Video	\$417,533	\$400,000	\$420,000	\$430,000	\$1,667,533	\$1,500,000	11.2%	\$1,670,134
United States	Audio	\$669,653	\$675,000	\$690,000	\$700,000	\$2,734,653	\$2,750,000	-0.6%	\$2,678,613
United States	Cameras & Camcorders	\$6,049,805	\$6,000,000	\$6,250,000	\$6,500,000	\$24,799,805	\$25,000,000	-0.8%	\$24,199,220
United States	Cell Phones	\$1,503,222	\$1,500,000	\$1,400,000	\$1,400,000	\$5,803,222	\$6,000,000	-3.3%	\$6,012,889
United States	Computers	\$7,059,337	\$7,000,000	\$7,000,000	\$7,500,000	\$28,559,337	\$27,500,000	3.9%	\$28,237,347
United States	Home Appliances	\$4,908,178	\$5,000,000	\$5,000,000	\$5,000,000	\$19,908,178	\$20,000,000	-0.5%	\$19,632,713
United States	TV & Video	\$4,321,465	\$4,000,000	\$4,100,000	\$4,200,000	\$16,621,465	\$16,000,000	3.9%	\$17,285,860

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

Kari Furse

3



# Use advanced features online

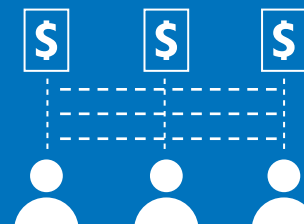
In addition to data entry, Excel Online allows for fairly advanced editing, such as drag-fill and format pasting.

The screenshot shows the Excel Online interface with a 'Sales Analysis' workbook. The 'Paste' menu is open, and 'Paste Formatting' is highlighted. A red arrow points from this menu item to a table of sales data. Another red arrow points from a summary row in the table to a zoomed-in view of the same row below.

		Q1 2014	Q2 2014	Q3 2014	Q4 2014	2014 Forecast	2014 Budget	Variance %	2013 Actual
3	Country								
4	Canada	\$23,659	\$35,000	\$30,000	\$35,000	\$113,659	\$100,000	13.7%	\$94,635
5	Canada	\$147,402	\$150,000	\$120,000	\$130,000	\$527,402	\$550,000	-4.1%	\$589,608
6	Canada	\$42,298	\$40,000	\$45,000	\$45,000	\$172,298	\$175,000	-1.5%	\$169,194
7	Canada	\$131,822	\$140,000	\$150,000	\$150,000	\$571,822	\$560,000	2.1%	\$527,290
8	Canada	\$323,642	\$300,000	\$320,000	\$350,000	\$1,293,642	\$1,400,000	-7.6%	\$1,294,568
9	Canada	\$74,876	\$70,000	\$60,000	\$50,000	\$254,876	\$250,000	2.0%	\$299,505
10	France	\$43,135	\$40,000	\$45,000	\$45,000	\$173,135	\$175,000	-1.1%	\$172,541
11	France	\$513,915	\$500,000	\$600,000	\$650,000	\$2,263,915	\$2,000,000	13.2%	\$2,055,660
12	France	\$108,389	\$124,000	\$160,000	\$180,000	\$572,389	\$500,000	14.5%	\$433,556
13	France	\$705,394	\$700,000	\$70,000	\$560,000	\$2,565,394	\$2,750,000	-6.7%	\$2,821,577
14	France	\$553,963	\$565,000	\$15,000	\$600,000	\$2,293,963	\$2,250,000	2.0%	\$2,215,853
15	France	\$418,647	\$400,000	\$15,000	\$325,000	\$1,493,647	\$1,500,000	-0.4%	\$1,675,388
16	Germany	\$72,748	\$75,000	\$80,000	\$85,000	\$312,748	\$300,000	4.2%	\$290,993
17	Germany	\$663,792	\$660,000	\$650,000	\$600,000	\$2,573,792	\$2,000,000	28.7%	\$2,655,168
18	Germany	\$220,357	\$225,000	\$240,000	\$275,000	\$960,357	\$1,000,000	-4.0%	\$881,428
19	Germany	\$744,007	\$750,000	\$800,000	\$900,000	\$3,194,007	\$3,000,000	6.5%	\$2,976,029
20	Germany	\$499,588	\$500,000	\$515,000	\$525,000	\$2,039,588	\$2,250,000	-9.4%	\$1,998,350
21	Germany	\$417,533	\$400,000	\$120,000	\$430,000	\$1,667,533	\$1,500,000	11.2%	\$1,670,134
22	United States	\$669,653	\$675,000	\$650,000	\$700,000	\$2,734,653	\$2,750,000	-0.6%	\$2,678,613
23	United States	\$6,049,805	\$6,000,000	\$6,250,000	\$6,500,000	\$24,799,805	\$25,000,000	-0.8%	\$24,199,220
24	United States	\$1,503,222	\$1,500,000	\$1,500,000	\$1,500,000	\$6,003,222	\$6,000,000	0.0%	\$5,999,999
25	United States	\$7,059,337	\$7,000,000	\$7,000,000	\$7,000,000	\$28,059,337	\$28,000,000	0.2%	\$27,999,999
26	United States	\$4,908,178	\$5,000,000	\$5,000,000	\$5,000,000	\$19,908,178	\$20,000,000	-0.5%	\$19,999,999
27	United States	\$4,321,465	\$4,000,000	\$4,000,000	\$4,000,000	\$16,321,465	\$16,000,000	3.9%	\$15,999,999
28	TOTAL					\$121,471,029	\$119,510,000	1.6%	

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.

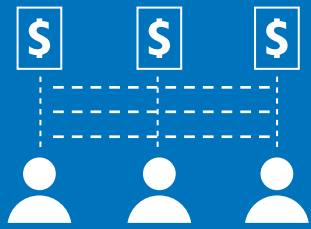
**Sales Analysis**

Product Category	Gross Revenue	Margin	# of Orders
Audio	\$ 316,004,101	50.5 %	155,008
Cameras & Camcorders	\$ 316,004,101	50.5 %	155,008
	\$ 16,004,101	50.5 %	155,008
	\$ 16,004,101	50.5 %	155,008
	\$ 16,004,101	50.5 %	155,008
	\$ 16,004,101	50.5 %	155,008
	\$ 6,004,101	50.5 %	155,008

PowerPivot for Excel - Sales Analysis.xlsx

ProductKey	ProductName	Manufacturer	Brand	Class	Color	Size	Weight	UnitCost	UnitPrice	Status
227	Litware Home T...	Litware, Inc.	Litware	Regular	Brown	20.3 x ...	30.5	\$293.85	\$639.00	On
951	A. Datum Consu...	A. Datum Corpo...	A. Datum	Deluxe	Black	3.5 x 0...	4.6	\$143.26	\$281.00	On
325	SV Car Video L...	Southridge Video	Southri...	Regular	Brown		3.5	\$229.47	\$499.00	On
1177	Fabrikam Trend...	Fabrikam, Inc.	Fabrikam	Regular	White	5.8 x ...	2.2	\$330.99	\$999.00	On
2125	Contoso Coffee ...	Contoso, Ltd	Contoso	Economy	Silver	11 x 1...	120	\$83.10	\$163.00	On
1519	The Phone Com...	The Phone Com...	The Pho...	Deluxe	Gold	4.5 x 2...	4.8	\$142.56	\$310.00	On
1536	The Phone Com...	The Phone Com...	The Pho...	Regular	Black	6 x 3 x 8	4.8	\$137.04	\$298.00	On
723	Proseware Phot...	Proseware, Inc.	Prosew...	Economy	White	14.7 x ...	25	\$52.00	\$102.00	On
923	SV USB Sync Cha...	Southridge Video	Southri...	Economy	Blue		1.01	\$1.99	\$1.99	On
1537	The Phone Com...	The Phone Com...	The Pho...	Deluxe	Black	10 x 7...	12	\$121.93	\$368.00	On
933	SV 2GB Laptop ...	Southridge Video	Southri...	Economy	White			\$28.04	\$55.00	On
2054	Litware Microw...	Litware, Inc.	Litware	Economy	Blue	21.7 x ...	37	\$48.43	\$94.99	On
1227	Contoso Trends...	Fabrikam, Inc.	Fabrikam	Regular	Black	2.5 x 2...	1.7	\$327.34	\$988.00	On
2207	Adventure Wor...	Adventure Works	Advent...	Regular	Silver	7 x 7 x ...	3	\$155.89	\$339.00	On
749	Contoso Laptop ...	Contoso, Ltd	Contoso	Regular	Black	17 x 1...	17	\$7.59	\$16.90	On
315	SV Car Video A...	Southridge Video	Southri...	Economy	Silver		5.5	\$101.46	\$199.00	On
626	WWI Projector 4...	Wide World Im...	Wide W...	Regular	White	16.3 x ...	2.2	\$116.75	\$229.00	On
1488	The Phone Com...	The Phone Com...	The Pho...	Regular	Grey	4.3 x 2...	4.7	\$137.99	\$300.00	On
2132	Contoso Coffee ...	Contoso, Ltd	Contoso	Economy	White	15.3 x ...	23	\$75.86	\$149.00	On
513	Adventure Wor...	Adventure Works	Advent...	Economy	White		10.8	\$50.47	\$99.00	On
841	Contoso Reserv...	Contoso, Ltd	Contoso	Economy	Gold	17 x 6...	21.5	\$7.09	\$13.90	On
421	Adventure Wor...	Adventure Works	Advent...	Regular	Silver			\$215.68	\$469.00	On

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

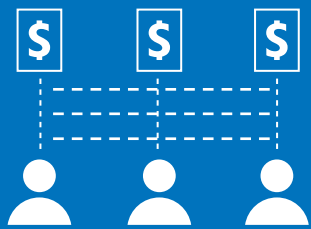


# Reveal important relationships

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.

The image shows the PowerPivot for Excel interface. The top part displays a table with columns: GeographyKey, GeographyType, Continent, City, State, Country, CountryID, AirportCode, and AirportID. The bottom part shows the Diagram View, which visualizes the relationships between four tables: Geography, Customer, Online Sales, and Product. The Geography table is connected to the Customer table via GeographyKey. The Customer table is connected to the Online Sales table via CustomerKey. The Online Sales table is connected to the Product table via ProductKey. The Date table is also shown, connected to the Online Sales table via DateKey. A red circle highlights the 'Diagram View' button in the top right corner of the PowerPivot window.

GeographyKey	GeographyType	Continent	City	State	Country	CountryID	AirportCode	AirportID
707	City	North Amer...	Wood...	Califor...	United Sta...	240	SFO	4685
315	State/Province	Asia		Krung T...	Thailand	221		
831	City	North Amer...	Fort ...	Texas	United Sta...	240	DFW	1292
836	City	North Amer...	Grand...	Colorado	United Sta...	240	DEN	1287
917	City	North Amer...	Quincy	Massac...	United Sta...	240	BOS	719
496	City	Europe	Kiel	Schles...	Germany	87	FRA	1739
650	City	Europe	Lille	Nord	France	52	CDG	917
717	City	Asia	Islam...	Islama...	Pakistan	170	ISB	2357
688	City	North Amer...	San Di...	Califor...	United Sta...	240	SFO	4685
772	City	Europe	Saint ...	Northw...	Russia	184	MOW	3393
280	Country/Region	Asia			Syria	217		
790	City	North Amer...	Aurora	Colorado	United Sta...	240	DEN	1187
558	City							
638	City							
714	City							
441	City							
727	City							
434	City							
857	City							
470	City							
494	City							
929	City							
400	State/Province							



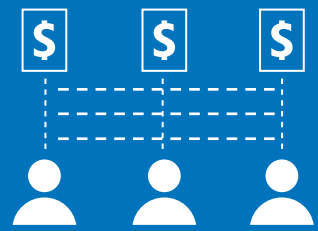
# Dive into the details

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

The screenshot illustrates the steps to create a PivotTable in Excel. In the 'Insert' tab, the 'PivotTable' button is highlighted. A red arrow points from this button to the 'Create PivotTable' dialog box. The dialog box shows the 'New Worksheet' radio button selected, and the 'Location' field is set to 'Sales Analysis'!\$AA\$91. The 'OK' button is circled in red, indicating the next step in the process.

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.

**PivotTable Fields**

ACTIVE | ALL

Choose fields to add to report: [Settings]

- Customer
- Date
- Geography
- Online Sales
  - ☐ DateKey
  - ☐ ProductKey
  - ☐ CustomerKey
  - ☐ ShippingKey
  - ☒ SalesQuantity
  - ☒ SalesAmount
  - ☐ TotalCost
  - ☐ GrossMargin
- Product

Drag fields between areas below:

**FILTERS**

**COLUMNS**  
Σ Values

**ROWS**  
Manufacturer

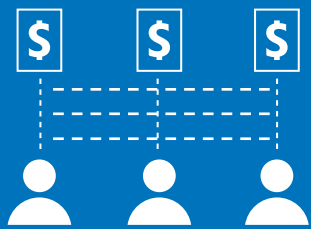
**VALUES**  
Σ Values  
Sum of SalesA...  
Sum of Sales...

☐ Defer Layout Update [UPDATE]

Row Labels	Sum of SalesAmount	Sum of SalesQuantity
A. Datum Corporation	\$25,473,097.81	83104
Adventure Works	\$39,032,781.40	96249
Contoso, Ltd	\$66,339,491.64	669301
Fabrikam, Inc.	\$60,944,526.14	126372
Litware, Inc.	\$31,011,232.26	83341
Northwind Traders	\$7,472,485.82	41191
Proseware, Inc.	\$25,524,933.47	105642
Southridge Video	\$14,634,453.31	90325
The Phone Company	\$14,607,257.56	104285
Wide World Importers	\$30,963,841.27	110244
<b>Grand Total</b>	<b>\$316,004,100.69</b>	<b>1510054</b>

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.

**Country**

Country	Sum of SalesAmount	Count of SalesQuantity
Australia	\$25,473,097.81	15984
France	\$39,032,781.40	7335
Germany	\$66,339,491.64	44476
United Kingdom	\$60,944,526.14	11531
Canada	\$31,011,232.26	23276
United States	\$7,472,485.82	8698
(blank)	\$25,524,933.47	7210
Armenia	\$14,634,453.31	7064
Wide World Importers	\$14,607,257.56	13957
Grand Total	\$30,963,841.27	15477

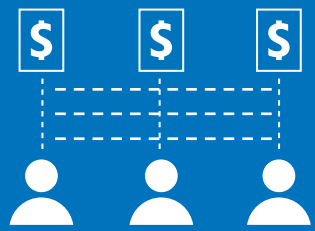
**Insert Slicers**

ACTIVE ALL

- ☒ Geography
  - ☒ Geo Hierarchy
    - ☐ Continent
    - ☒ Country
    - ☐ State
    - ☐ City
  - ☐ More Fields
- ☐ Online Sales
  - ☐ CustomerKey
  - ☐ DateKey
  - ☐ ProductKey
  - ☐ SalesAmount
  - ☐ SalesQuantity
  - ☐ ShippingKey

OK Cancel

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.

The screenshot shows an Excel spreadsheet with a PivotTable and a PivotChart. The PivotTable has columns for Country, Row Labels, Sum of SalesAmount, and Count of SalesQuantity. The PivotChart is a bar chart showing sales data by country. A 'Date' timeline slicer is overlaid on the PivotTable, showing a date range from 2012 to 2013. The 'Insert Timelines' dialog box is open, showing the 'Date' timeline selected.

**Date**

All Periods MONTHS

2012

MAR APR MAY JUN JUL AUG SEP OCT

Country

Row Labels

Country	Row Labels	Sum of SalesAmount	Count of SalesQuantity
Australia	A. Datum Corporation	\$11,195,724.89	6953
France	Adventure Works	\$21,860,364.58	3888
Germany	Contoso, Ltd	\$35,422,937.31	24088
United Kingdom	Fabrikam, Inc.	\$31,054,188.49	5326
Canada	Litware, Inc.	\$16,985,371.18	11453
United States	Northwind Traders	\$3,790,161.11	5040
(blank)	Proseware, Inc.	\$14,660,972.86	3989
Armenia	Southridge Video	\$8,039,470.02	3748
	The Phone Company	\$846,415.43	6696
	Wide World Importers	\$16,788,787.42	9128
	Grand Total	\$166,639,393.08	80309

**Insert Timelines**

ACTIVE ALL

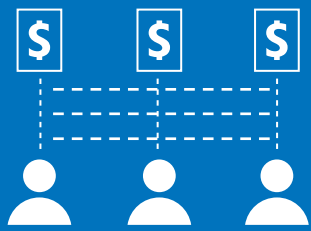
Customer

DateFirstPurchase

Date

☒ Date

OK Cancel



# Filter data by date

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

Date : [X] [✓] [fx]

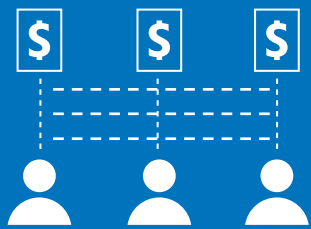
Country	Row Labels	Sum of SalesAmount	Count of SalesQuantity
Australia	A. Datum Corporation	\$1,013,796.27	351
France	Adventure Works	\$2,453,445.67	433
Germany	Contoso, Ltd	\$3,509,528.42	1241
United Kingdom	Fabrikam, Inc.	\$3,417,430.37	406
Canada	Litware, Inc.	\$1,546,380.79	537
United States	Northwind Traders	\$467,102.13	631
(blank)	Proseware, Inc.	\$1,260,414.05	303
Armenia	Southridge Video	\$803,477.38	287
	The Phone Company	\$712,541.42	463
	Wide World Importers	\$1,392,335.98	961
	<b>Grand Total</b>	<b>\$16,576,452.48</b>	<b>5613</b>

Timeline Slicer: Jan 2012 (MONTHS)

Date : [X] [✓] [fx]

Country	Row Labels	Sum of SalesAmount	Count of SalesQuantity
Australia	A. Datum Corporation	\$6,148,876.04	2884
France	Adventure Works	\$12,705,851.84	2202
Germany	Contoso, Ltd	\$20,549,981.23	7573
United Kingdom	Fabrikam, Inc.	\$19,611,745.49	2806
Canada	Litware, Inc.	\$9,890,539.99	3843
United States	Northwind Traders	\$2,375,123.73	1843
(blank)	Proseware, Inc.	\$8,353,605.01	2158
Armenia	Southridge Video	\$4,515,398.62	1582
	The Phone Company	\$4,522,155.16	3565
	Wide World Importers	\$9,373,365.14	3915
	<b>Grand Total</b>	<b>\$98,046,642.25</b>	<b>32371</b>

Timeline Slicer: Q1 - Q2 2012 (MONTHS)



# Cross drill into your data

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

**EXPLORE**

**North America**

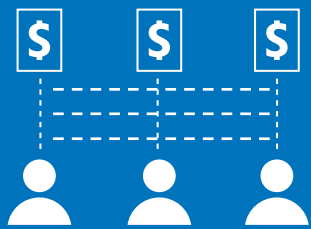
- Customer
- Date
- Geography
  - Geo Hierarchy
- More Fields
- Online Sales
- Product

**Drill Down Country**

Row Labels	Sum of SalesAmount	Count of SalesQuantity
North America	\$6,148,876.04	2884
United States	\$6,148,876.04	2884
California	\$794,773.95	1002
Colorado	\$520,145.67	129
Florida	\$307,981.14	90
Massachusetts	\$550,990.16	137
New Jersey	\$522,454.15	122
New York	\$447,116.83	98
Oregon	\$212,707.85	250
Texas	\$787,798.30	195
Virginia	\$336,588.58	76
Washington	\$829,594.25	610
Ballard	\$8,716.25	17
Bellingham	\$24,562.25	46
Bremerton	\$19,156.75	37
Burien	\$23,355.75	42
Chehalis	\$26,025.30	10
Cheney	\$24,649.94	8
Cle Elum	\$34,836.12	9
Edmonds	\$32,992.95	29
Everett	\$11,079.85	21
Fall City	\$20,356.41	8
Issaquah	\$36,029.25	27
Kirkland	\$9,077.25	17
Lynnwood	\$39,127.95	30
Marysville	\$39,966.75	16
North Bend	\$82,626.48	12
Olympia	\$32,067.45	26
Port Orchard	\$15,844.80	18
Puyallup	\$10,686.55	20

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.



# 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.

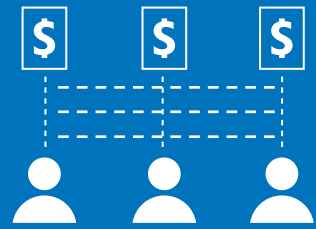
The screenshot shows an Excel spreadsheet titled 'Market Analysis' with the following data:

Customers	Member Years	Full Address	City	State
Aaron Alexander	4	4461 Centennial Way, Newton, British Columbia, Canada	Newton	
Aaron Butler	9	9761 Darnett Circle, Lebanon, Oregon, United States	Lebanon	
Aaron Edwards	6	663 Contra Loma Blvd., Beverly Hills, California, United States	Beverly Hills	
Aaron Evans	4	5623 Detroit Ave., Daly City, California, United States	Daly City	
Aaron Foster	6	5021 Rio Grande Drive, Kirkland, Washington, United States	Kirkland	
Aaron Henderson	8	3098 Seabourne Ct, Oregon City, Oregon, United States	Oregon City	
Aaron Hernandez	4	7792 Woodruff Lane, Burbank, California, United States	Burbank	
Aaron Kumar	2	9627 N. Civic Drive, San Diego, California, United States	San Diego	
Aaron Lal	6	7196 Glen Wood Drive, Edmonds, Washington, United States	Edmonds	
Aaron Li	2	8345 Orangewood Ave., West Covina, California, United States	West Covina	
Aaron Nelson	5	9819 Anchor Court, Beverly Hills, California, United States	Beverly Hills	
Aaron Perez	2	749 Ida Dr., Glendale, California, United States	Glendale	
Aaron Perry	1	7838 Euclid Ave., San Francisco, California, United States	San Francisco	
Aaron Phillips	5	233 Waterview Terr., Metchosis, British Columbia, Canada	Metchosis	
Aaron Russell	4	3352 Kingswood Circle, Cheltenham, England, United Kingdom	Cheltenham	
Aaron Scott	4	199 Clymer Ct., Sedro Woolley, Washington, United States	Sedro Woolley	
Aaron Young	5	6350 Plumas Court, Lincoln Acres, California, United States	Lincoln Acres	
Abby Chandra	3	Lindenalle 42, Paderborn, North Rhine-Westphalia, Germany	Paderborn	
Abby Garcia	4	Wasserstr 43222, Hanover, Lower Saxony, Germany	Hanover	
Abby Gonzalez	3	2 rue Faubourg St Antoine, Orly, Val de Marne, France	Orly	
Abby Kovár	9	8314 Elkwood Dr., Liverpool, England, United Kingdom	Liverpool	
Abby Lopez	1	6121 Pebble Glen Drive, Beverly Hills, California, United States	Beverly Hills	
Abby Perez	6	Attaché de Presse, Pantin, Seine Saint Denis, France	Pantin	
Abby Sandberg	5	208 chaussée de Tournai, Versailles, Yveline, France	Versailles	
Abby Subram	7	Am Grossen Dern 345, Essen, North Rhine-Westphalia, Germany	Essen	
Abhijit Thakur	5	7806 Bentley St., Burien, Washington, United States	Burien	
Abigail Alexander	8	5225 Harbor View Dr, Milwaukie, Oregon, United States	Milwaukie	
Abigail Bell	4	7985 Center Street, Chula Vista, California, United States	Chula Vista	
Abigail Bennett	4	509 Lynwood Drive, Spokane, Washington, United States	Spokane	
Abigail Coleman	5	3597 Pine St., Sedro Woolley, Washington, United States	Sedro Woolley	
Abigail Cox	4	8158 Pheasant Court, Novato, California, United States	Novato	
Abigail Flores	7	8429 East Narrows Drive, Puyallup, Washington, United States	Puyallup	
Abigail Foster	4	4665 Military Way E., Port Hammond, British Columbia, Canada	Port Hammond	
Abigail Garcia	5	1398 Morengo Court, Warrington, England, United Kingdom	Warrington	
Abigail Hughes	8	3770 Viewpoint Ct, Everett, Washington, United States	Everett	

A dropdown menu on the right side of the spreadsheet shows a list of cities, with 'Lebanon' selected. The list includes: Newton, Lebanon, Beverly Hills, Daly City, Kirkland, Oregon City, Burbank, San Diego, Edmonds, West Covina, Beverly Hills, Glendale, San Francisco, Metchosis, Cheltenham, Sedro Woolley, Lincoln Acres, Paderborn, Hanover, Orly, Liverpool, Beverly Hills, Pantin, Versailles, Essen, Burien, Milwaukie, Chula Vista, Spokane, Sedro Woolley, Novato, Puyallup, Port Hammond, Warrington, and Everett.

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.

**Market Analysis**

Customers	Member Years	Full Address	City	State	Country
Aaron Alexander	4	4461 Centennial Way, Newton, British Columbia, Canada	Newton	British Columbia	Canada
Aaron Butler	9	9761 Darnett Circle, Lebanon, Oregon, United States	Lebanon	Oregon	United States
Aaron Edwards	6	663 Contra Loma Blvd, Beverly Hills, California, United States	Beverly Hills	California	
Aaron Evans	4	5623 Detroit Ave., Daly City, California, United States	Daly City	California	
Aaron Foster	6	5021 Rio Grande Drive, Kirkland, Washington, United States	Kirkland	Washington	
Aaron Henderson	8	3098 Seabourne Ct, Oregon City, Oregon, United States	Oregon City	Oregon	
Aaron Hernandez	4	7792 Woodruff Lane, Burbank, California, United States	Burbank	California	
Aaron Kumar	2	9627 N. Civic Drive, San Diego, California, United States	San Diego	California	
Aaron Lal	6	7196 Glen Wood Drive, Edmonds, Washington, United States	Edmonds	Washington	
Aaron Li	2	8345 Orangewood Ave., West Covina, California, United States	West Covina	California	
Aaron Nelson	5	9819 Anchor Court, Beverly Hills, California, United States	Beverly Hills	California	
Aaron Perez	2	749 Ida Dr., Glendale, California, United States	Glendale	California	
Aaron Perry	1	7830 Euclid Ave., San Francisco, California, United States	San Francisco	California	
Aaron Phillips	5	233 Waterview Terr., Metochosin, British Columbia, Canada	Metochosin	British Columbia	
Aaron Russell	4	3332 Kingswood Circle, Cheltenham, England, United Kingdom	Cheltenham	England	
Aaron Scott	4	199 Clymer Ct., Sedro Woolley, Washington, United States	Sedro Woolley	Washington	
Aaron Young	5	6350 Plumas Court, Lincoln Acres, California, United States	Lincoln Acres	California	
Abby Chandra	3	Lindenallee 42, Paderborn, North Rhine-Westphalia, Germany	Paderborn	North Rhine-Westphalia	
Abby Garcia	4	Wassersstr 43222, Hanover, Lower Saxony, Germany	Hanover	Lower Saxony	
Abby Gonzalez	3	2 rue Faubourg St Antoine, Orly, Val de Marne, France	Orly	Val de Marne	
Abby Kovár	9	8314 Elwood Dr., Liverpool, England, United Kingdom	Liverpool	England	
Abby Lopez	1	6121 Pebble Glen Drive, Beverly Hills, California, United States	Beverly Hills	California	
Abby Perez	6	Attache de Presse, Pantin, Seine Saint Denis, France	Pantin	Seine Saint Denis	
Abby Sandberg	5	208 chaussée de Tournai, Versailles, Yveline, France	Versailles		
Abby Subram	7	Am Grossen Dem 345, Essen, North Rhine-Westphalia, Germany	Essen		
Abby Thakur	5	7806 Bentley St., Burien, Washington, United States	Burien		
Abigail Alexander	8	5225 Harbor View Dr, Milwaukie, Oregon, United States	Milwaukie		
Abigail Bell	4	7985 Center Street, Chula Vista, California, United States	Chula Vista		
Abigail Bennett	4	509 Lynwood Drive, Spokane, Washington, United States	Spokane		
Abigail Coleman	5	3597 Pine St., Sedro Woolley, Washington, United States	Sedro Woolley		
Abigail Cox	4	8158 Pheasant Court, Novato, California, United States	Novato		
Abigail Flores	7	8429 East Narrows Drive, Puyallup, Washington, United States	Puyallup		
Abigail Foster	4	4665 Military Way E., Port Hammond, British Columbia, Canada	Port Hammond		
Abigail Garcia	5	1398 Morengo Court, Warrington, England, United Kingdom	Warrington		
Abigail Hughes	8	3770 Viewpoint Ct, Everett, Washington, United States	Everett		

**FORMATTING** | CHARTS | TOTALS | TABLES | SPARKLINES

Data Bars | Color Scale | Icon Set | Greater Than | Text Contains | Clear Format

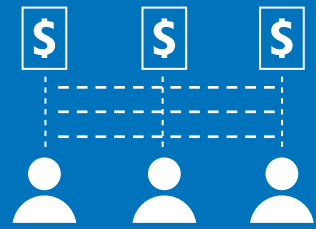
Conditional Formatting uses rules to highlight interesting data.

Customers	Member Years
Aaron Alexander	4
Aaron Butler	9
Aaron Edwards	6
Aaron Evans	4
Aaron Foster	6
Aaron Henderson	8
Aaron Hernandez	4
Aaron Kumar	2
Aaron Lal	6
Aaron Li	2
Aaron Nelson	5
Aaron Perez	2
Aaron Perry	1
Aaron Phillips	5
Aaron Russell	4
Aaron Scott	4
Aaron Young	5
Abby Chandra	3
Abby Garcia	4
Abby Gonzalez	3
Abby Kovár	9

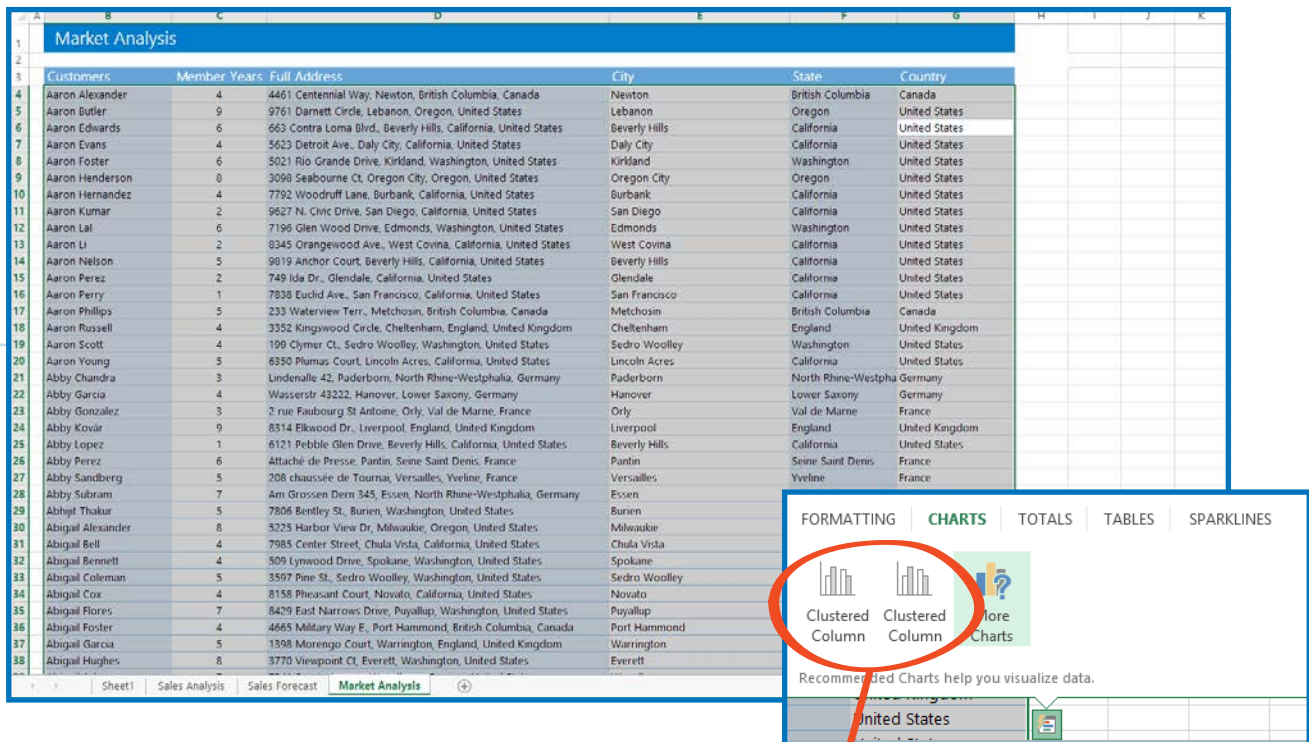
Customers	Member Years
Aaron Alexander	4
Aaron Butler	9
Aaron Edwards	6
Aaron Evans	4
Aaron Foster	6
Aaron Henderson	8
Aaron Hernandez	4
Aaron Kumar	2
Aaron Lal	6
Aaron Li	2
Aaron Nelson	5
Aaron Perez	2
Aaron Perry	1
Aaron Phillips	5
Aaron Russell	4
Aaron Scott	4
Aaron Young	5
Abby Chandra	3
Abby Garcia	4
Abby Gonzalez	3
Abby Kovár	9

Customers	Member Year
Aaron Alexander	4
Aaron Butler	9
Aaron Edwards	6
Aaron Evans	4
Aaron Foster	6
Aaron Henderson	8
Aaron Hernandez	4
Aaron Kumar	2
Aaron Lal	6
Aaron Li	2
Aaron Nelson	5
Aaron Perez	2
Aaron Perry	1
Aaron Phillips	5
Aaron Russell	4
Aaron Scott	4
Aaron Young	5
Abby Chandra	3
Abby Garcia	4
Abby Gonzalez	3

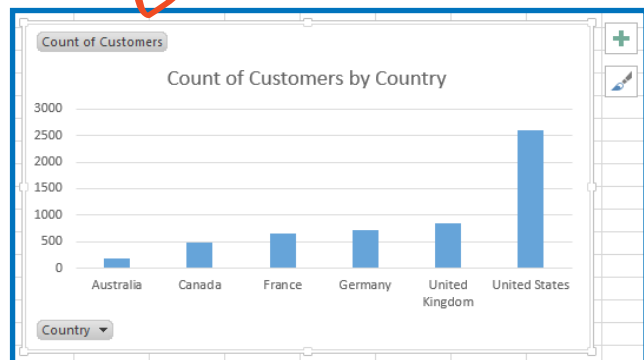
# Pick the right chart



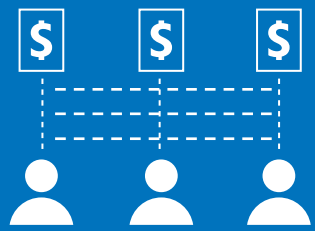
Excel can even recommend the most suitable chart layout and format for the dataset you selected.



A PivotChart, based on a PivotTable, is ideal for visualizing large amounts of data, for example.

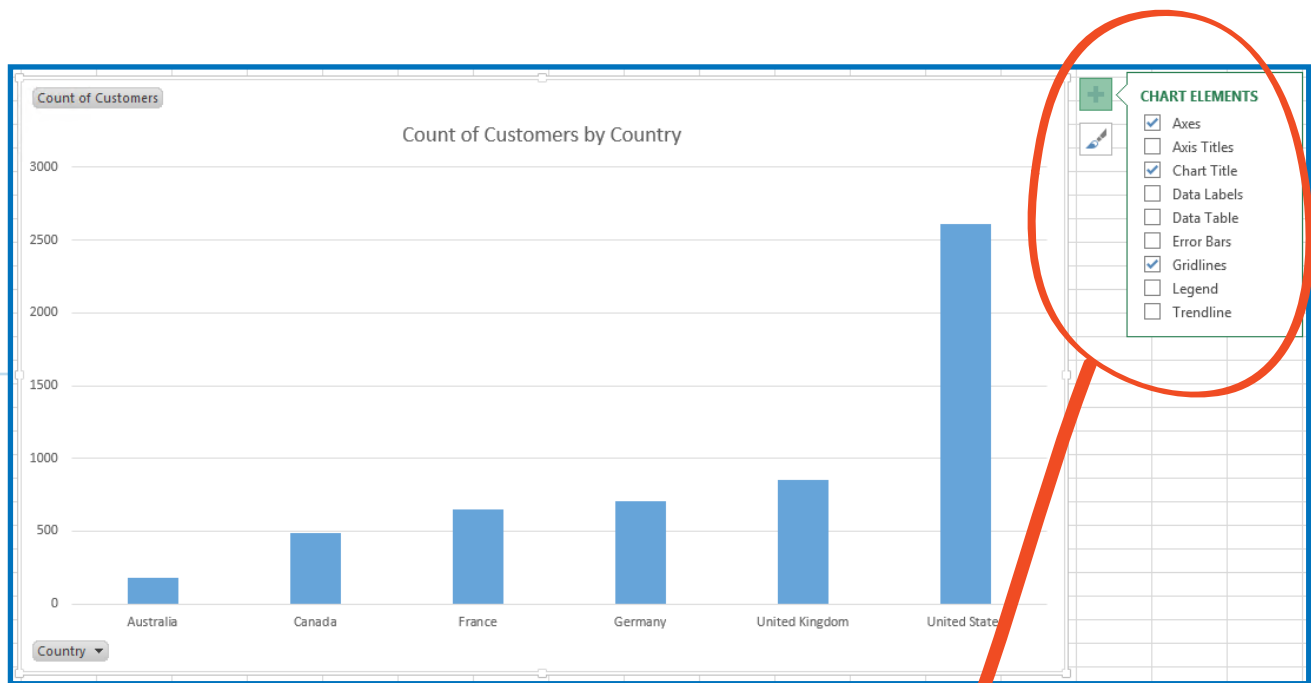




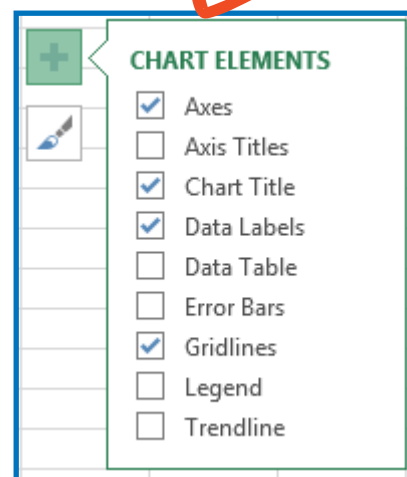


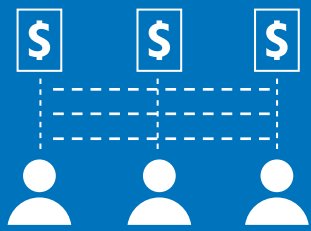
# Format your chart

You can modify the format of the recommended chart with a set of predefined styles. You can even custom-define your own style.



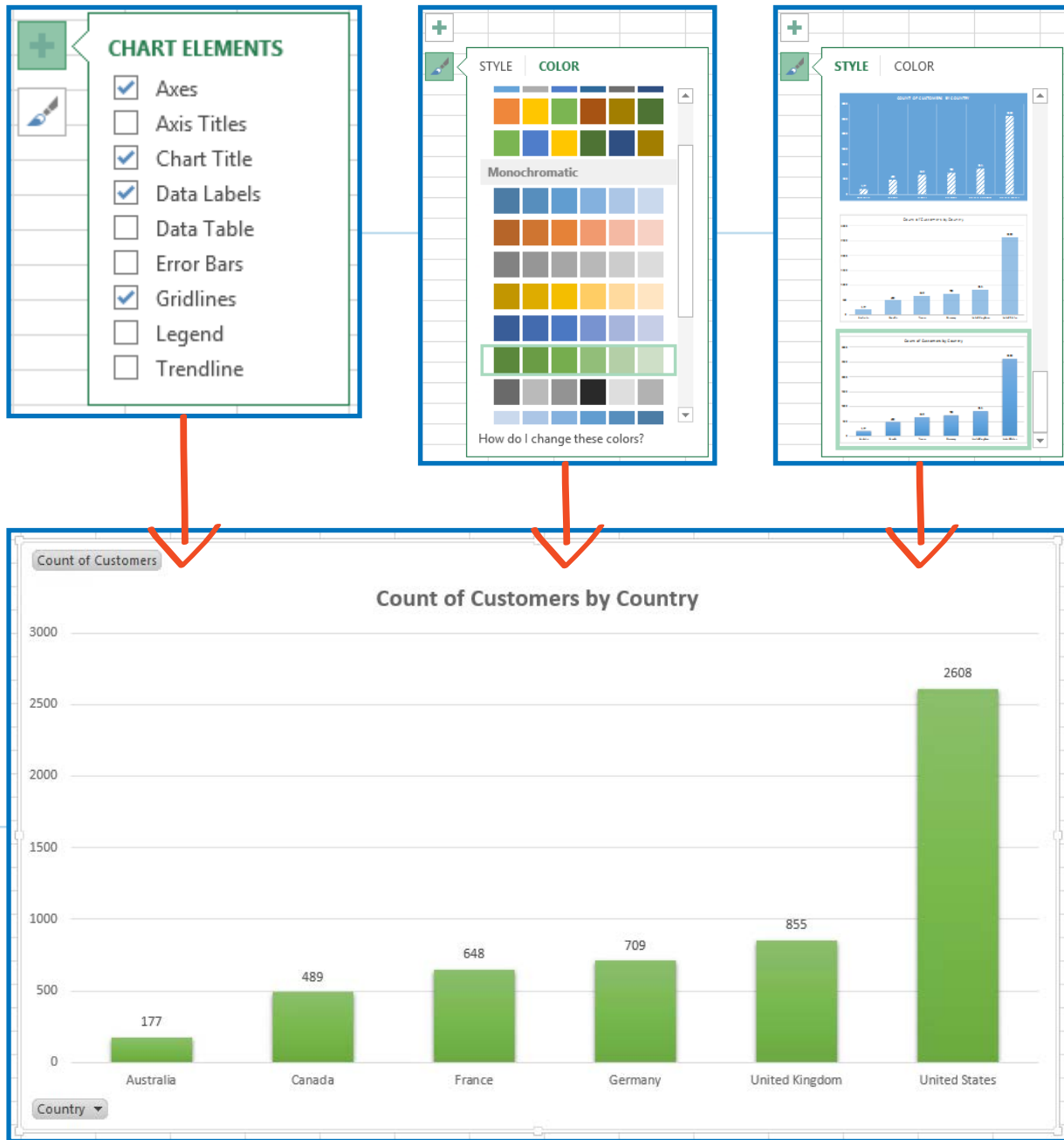
The Chart Elements and Style buttons to the right of the chart give you different options for modifying your chart.

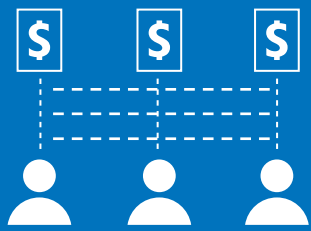




# Customize your chart

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





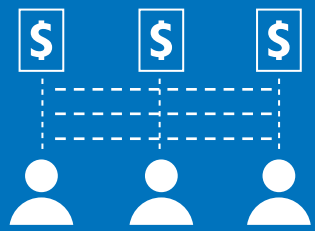
# Export to other Office apps

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

Count of Customers by Country

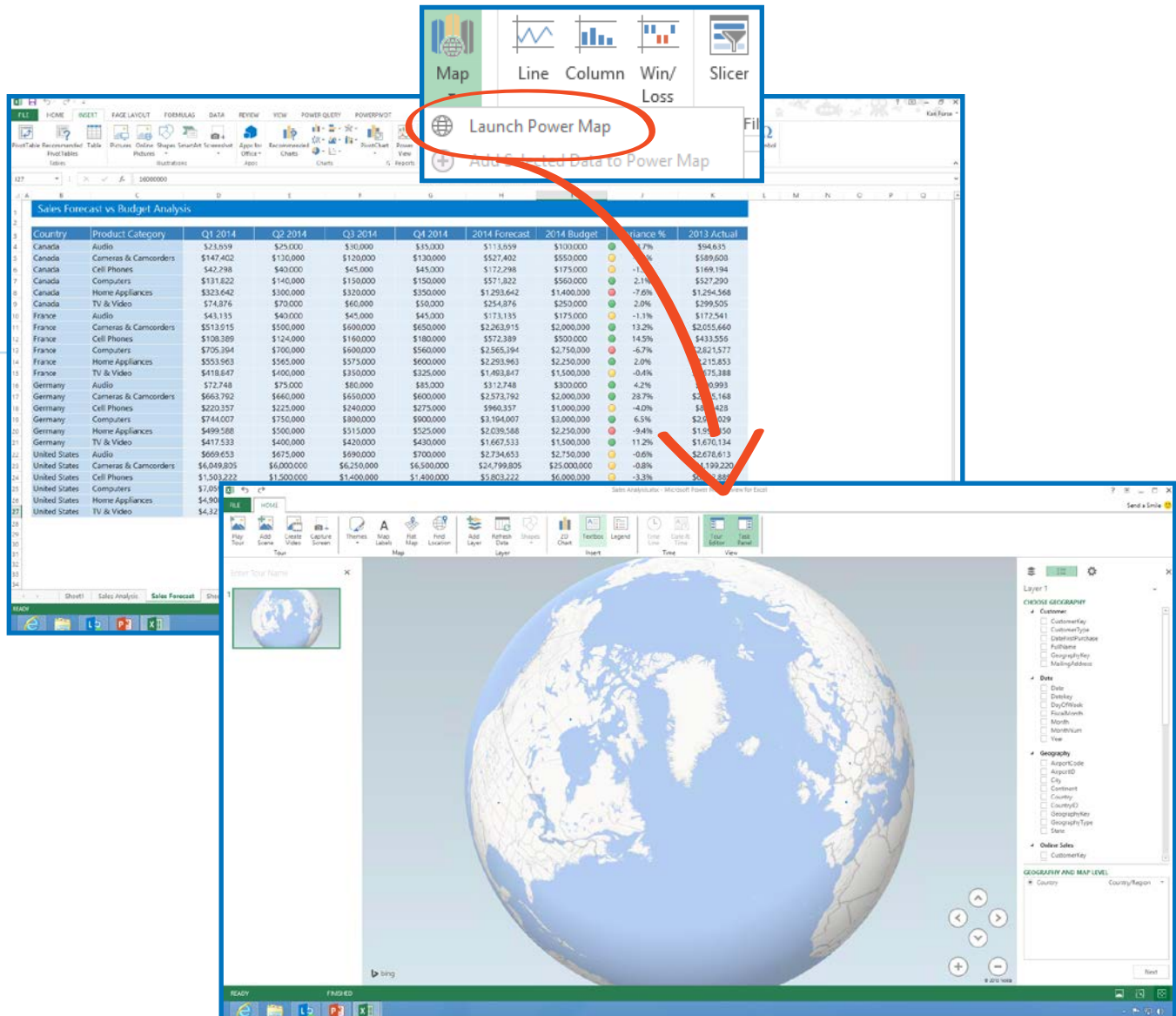
Country	Count
Australia	177
Canada	489
France	648
Germany	709
United Kingdom	855
United States	2608

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.



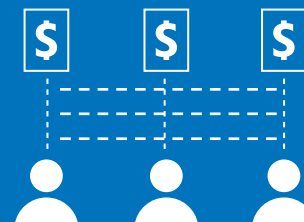
# Build a 3-D map

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.

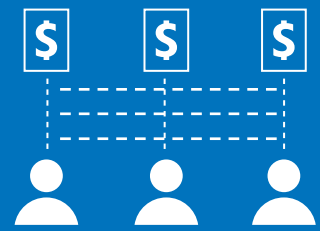
# Choose your map data



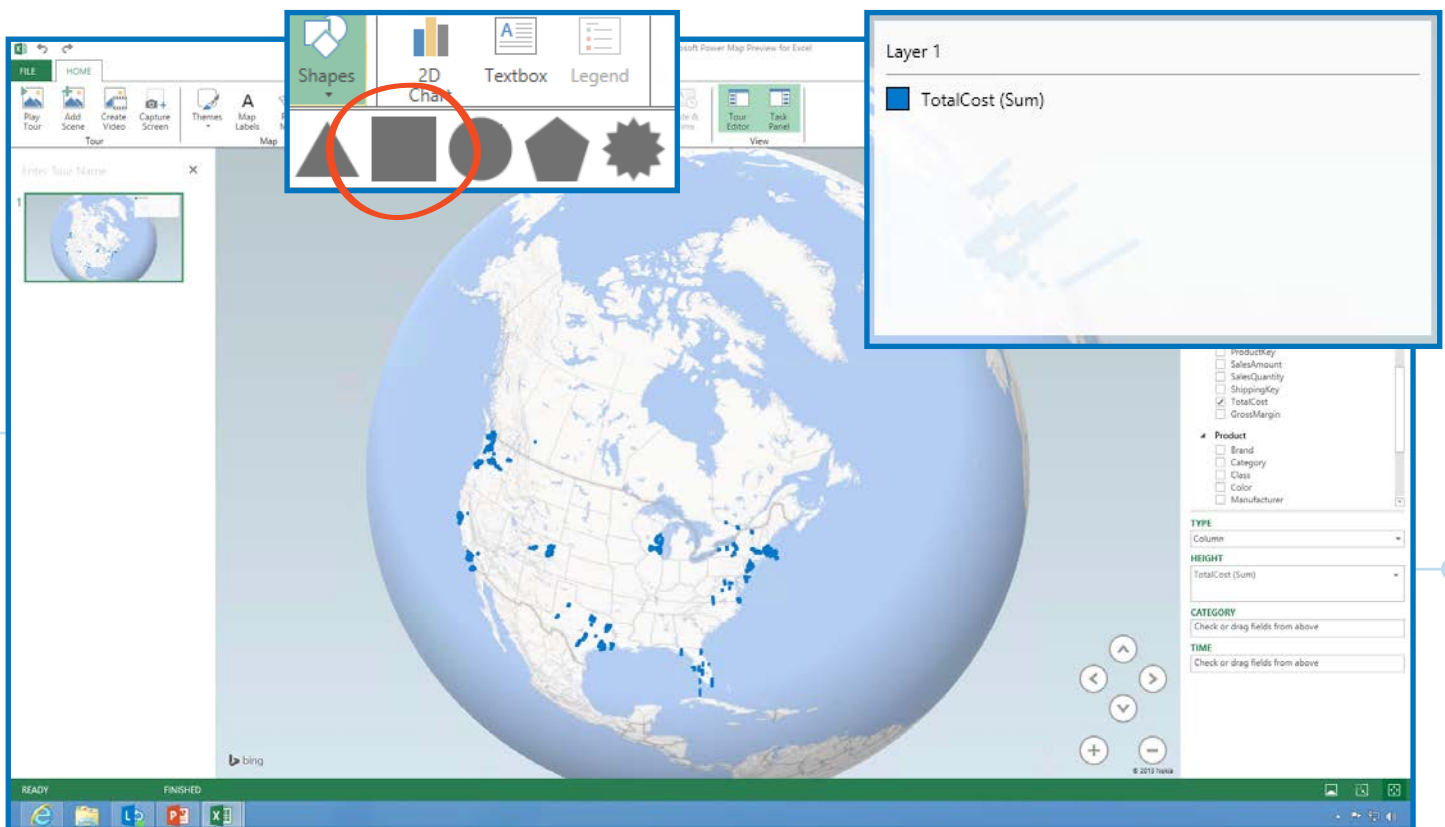
Select geographical data from your spreadsheet that you want to visualize on a map.

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

# Shape up your data

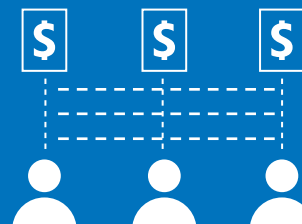


Power Map can graphically show correlations between columns of data using a variety of features.

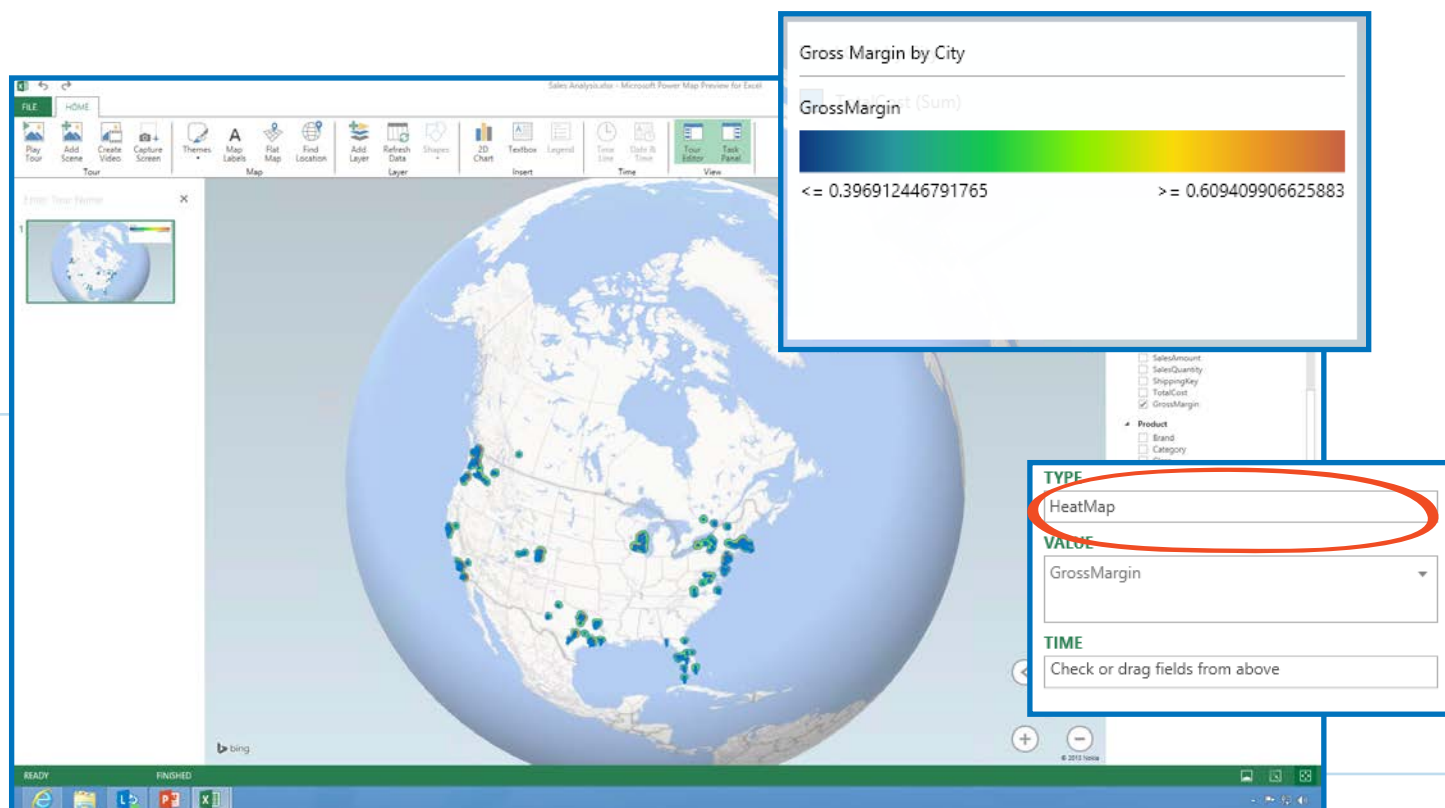


Choose a shape, such as a square, to modify the appearance of your column data.

# Create easy-to-consume data



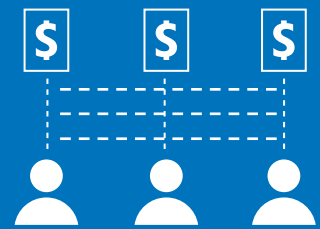
Use a heat map to make it easy for people to consume your data at a glance.



Just choose the Heat Map type.

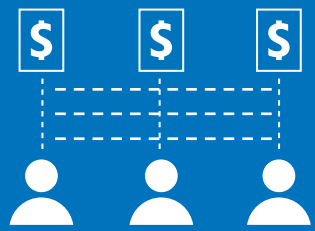


# Compare locations



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

Simply type in your desired location and click Find.



# Make a scene

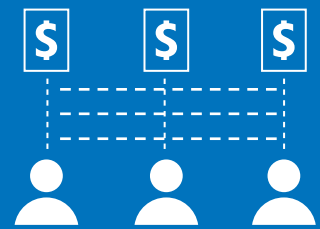
Create a guided interactive tour of your data by assembling screen captures of your data into scenes.

The image illustrates the steps to create a scene in Microsoft Power BI:

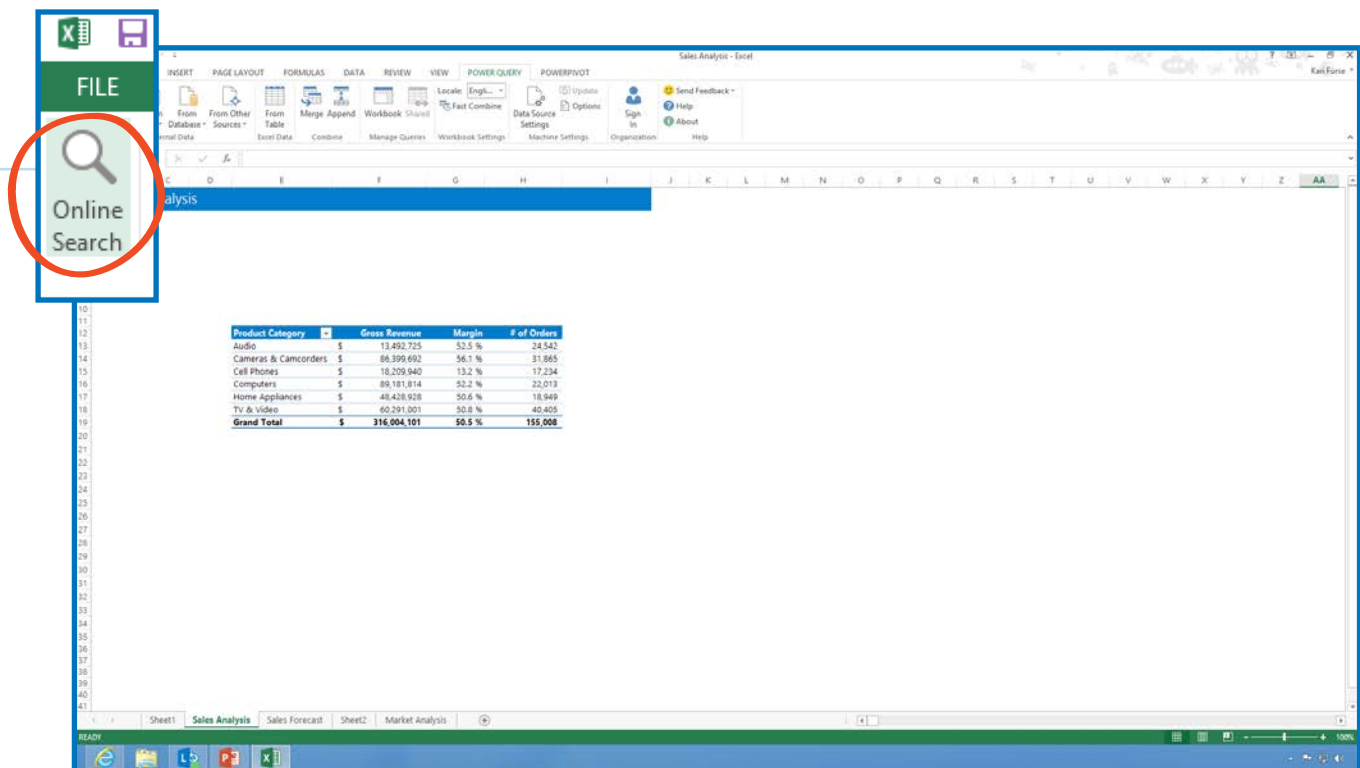
- Toolbar:** The 'Add Scene' button (represented by a camera icon) is highlighted in the top-left toolbar.
- SCENE OPTIONS Panel:** A panel on the right side of the interface allows for configuring the scene. It includes:
  - SCENE:** Fields for 'Scene duration (sec)' (set to 6.00) and 'Scene Name'.
  - EFFECTS:** Fields for 'Transition duration (sec)' (set to 3.00), 'Effect' (set to 'Fly Over'), and 'Effect Speed' (a slider).
- Final Scene:** A bottom inset shows the resulting scene, which is a map view with data points and a color-coded legend for 'Gross Margin by City'.

Add scenes to highlight meaningful insights from your data.

# Build a Power Query

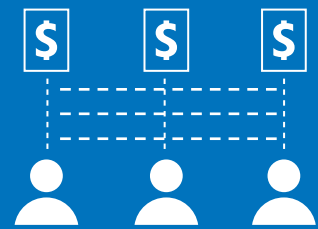


Power Query for Excel is an add-in that enhances the self-service business intelligence experience in Excel by simplifying data discovery and access.



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.

Country/Territory	US\$/L (95 RON)	US\$/US gallon (95 RON)	Local units
Albania	1.44	5.45	ALL165/L (€1.18) (RON 95) ALL160/L (€1.14) (Diesel)
Algeria	0.41	1.55	80DA/L 95 octane (rare down south) regular 23DA/L diesel DA14/L or US\$0.2
Anguilla	1.45	5.49	EC\$17.79/imperial gallon (regular)
Antigua and Barbuda	0.84	3.18	EC\$9.95/imperial gallon (regular) EC\$10.95/imperial gallon (diesel)
Andorra	1.64	6.21	€1.142/L (95) €1.192/L (98) €1.032/L (diesel)
Angola		€0.37 per gallon	
Argentina	0.92	3.48	ARS \$3.25/L (95) ARS \$3.55/L (98) ARS \$3.05/L (diesel)
Aruba	1.10	4.16	FL 1.93/L
Australia	1.36	5.15	AS\$1.513/L (RON 91)
Austria (Vienna)	1.95	7.38	€1.491/L (95) €1.633/L (98) €1.446/L (diesel) €0.991/kg (CNG-Methane)
Azerbaijan	1.00	3.79	AZN 0.70/L (AI-80, AI-92) AZN 0.80/L (AI-95) AZN 1.50/L (AI-98) AZN 0.80/L (L-82 Diesel)
Bahamas	1.24	4.69	US\$4.70/US gallon (reg)
Bahrain	0.27	1.02	BHD 0.100/L (95 RON) BHD 0.080/L (91 RON) BHD 0.120/L (Diesel)
Barbados	1.59	6.02	BDS\$ 1.77/L (reg) BDS\$ 2.79/L (diesel)
Belarus	1.07	4.1	Br3340/L (95) Br2380/L (Diesel)
Belgium	2.23	8.44	€1.719/L (Eurosuper 95) €1.759/L (Super Plus 98) €1.538/L (Diesel) €0.713/L (LPG)
Belize	1.40	5.30	BZ\$10.18/US gallon (regular) BZ\$10.59/US gallon (premium) BZ\$10.24/US gallon (diesel)
Bermuda	1.80	6.81	BMD1.80/L (super) BMD1.60/L (Diesel)
Bolivia	0.54	2.04	B3.74/L (super) B3.72/L (diesel)
Bonaire	1.34	5.07	USD 1.34/L (super) USD 0.914/L (diesel)
Bosnia and Herzegovina	1.66	6.28	KM2.25/L (95) KM2.30/L (diesel)
Brazil	1.35	5.11	R\$2.98/L
British Virgin Islands	1.32	5.00	US\$4.99/US gallon (reg)
Brunei	0.39	1.48	BR\$0.53/L
Bulgaria	1.72	6.51	BGN 2.57/L (95) BGN 2.73/L (98) BGN 2.62/L (diesel)
Burma	1.06	4.01	K3100/imperial gallon (regular) K3300/imperial gallon (diesel)
Cambodia	0.63	2.38	KHR2800/L
Canada	1.18	4.47	CS\$1.16/L
Cape Verde	1.40	5.30	Esc103.7/L (gasoline) Esc83.4/L (diesel)
Cayman Islands	1.03	3.90	KYD3.79/imperial gallon (regular) KYD3.75/imperial gallon (diesel)
Chile	1.36	5.15	CLP 592/L
China	1.06	4.01	RMB 6.46/L
Colombia	1.09	4.13	COL\$8000/US gallon (81 Octanos) COL\$5595/US gallon (87 Octanos)
Costa Rica	1.43	5.41	€718/L (super) €640/L (diesel)
Croatia	1.87	7.08	HRK 10.27/L (95) HRK 10.59/L (98) HRK 9.38/L (diesel)
Cuba	1.24	4.69	CUC1.15/L (95) CUC1.30/L (98) CUC1.10/L (diesel)
Curacao	1.13	4.28	ANG 2.0175/L (95 RON) ANG 1.466/L (Diesel)
Cyprus	1.680	6.36	€1.282/L (95 RON) €1.333/L (98) €1.327/L (Diesel)

Online Search

worldwide gas prices

414 results

W Typical gasoline prices are...  
From Wikipedia, last modified on Mo...  
Gasoline and diesel usage and pricing  
- Wikipedia, the free encyclopedia

W Natural gas demand in N...  
From Wikipedia, last modified on Mo...  
Natural gas prices - Wikipedia, the  
free encyclopedia

W Top 10 largest world oil co...  
From Wikipedia, last modified on Mo...  
Petroleum industry - Wikipedia, the  
free encyclopedia

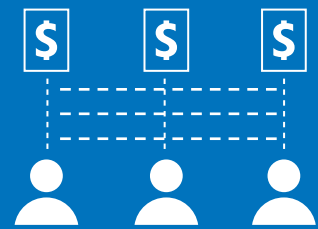
W Natural gas supply in Nort...  
From Wikipedia, last modified on Mo...  
Natural gas prices - Wikipedia, the  
free encyclopedia

W Top ten countries with the ...  
From Wikipedia, last modified on Mo...  
Compressed natural gas - Wikipedia,  
the free encyclopedia

W Occurrence and productio...  
From Wikipedia, last modified on Mo...  
Noble gas - Wikipedia, the free  
encyclopedia

W Wyndham Worldwide Cor...  
From Quandl, Google Finance, last m...  
Wyndham Worldwide Corporation is  
a hospitality company. The Company  
offers...

# 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 screenshot displays a Microsoft Excel spreadsheet with a table of gasoline prices across various countries. The table has columns for Country/Territory, US\$/L (95 RON), US\$/15 gallon (95 RON), and Local units. A right-click context menu is open over the table, showing options like Edit, Refresh, Duplicate, Reference, Delete, Merge, Append, Share, and Show the peek. The 'Edit' option is highlighted. Below the spreadsheet, the Query Editor window is open, showing the same data in a table format. The Query Editor window has a ribbon with options like Refresh, Remove Errors, and Remove Duplicates. The Query Editor window also shows the 'Query Settings' pane on the right, which includes the 'Name' of the query and the 'Applied Steps'.

Workbook Queries

1 query

Typical gasoline prices around t...  
Last updated: 10/17/2013  
150 rows loaded

Edit  
Refresh  
Duplicate  
Reference  
Delete  
Merge  
Append  
Share  
Show the peek

Query Editor

Typical gasoline prices around the world - Gasoline and diesel usage and pricing - Query Editor

Query

Country/Territory	US\$/L (95 RON)	US\$/15 gallon (95 RON)	Local units
Albania	1.44	5.45	ALL365/L (€1.18) (RON 95) ALL360/L (€1.34) (Diesel)
Algeria	0.41	1.55	300A/L 95 octane (rare down south) regular 230A/L diesel DA14/L or US\$0.2
Anguilla	1.45	5.49	EC\$17.79/imperial gallon (regular)
Antigua and Barbuda	0.84	3.18	EC\$9.95/imperial gallon (regular) EC\$30.95/imperial gallon (diesel)
Andorra	1.64	6.23	€1.142/L (95) €1.192/L (98) €1.032/L (diesel)
Angola		€0.37 per gallon	
Argentina	0.92	3.48	ARS \$3.25/L (95) ARS \$3.55/L (98) ARS \$3.05/L (diesel)
Aruba	1.10	4.16	Fl. 1.93/L
Australia	1.36	5.13	AS1.31/L (RON 91)
Austria (Vienna)	1.95	7.30	€1.49/L (95) €1.63/L (98) €1.44/L (diesel) €0.99/L kg (CNG-Methane)
Azerbaijan	1.00	3.75	AZN 0.70/L (AI-80, AI-92) AZN 0.80/L (AI-95) AZN 1.50/L (AI-98) AZN 0.60/L (L-42 Diesel)
Bahamas	1.24	4.69	US\$4.70/US gallon (reg)
Bahrain	0.27	1.02	BHD 0.100/L (95 RON) BHD 0.080/L (91 RON) BHD 0.120/L (Diesel)
Barbados	1.59	6.02	Bd\$1.17/L (reg) Bd\$2.79/L (diesel)
Belarus	1.07	4.1	Br\$340/L (95) Br\$280/L (Diesel)
Belgium	2.23	8.44	€1.759/L (Eurosuper 95) €1.799/L (Super Plus 98) €1.558/L (Diesel) €0.713/L (LPG)
Belize	1.40	5.30	BZ\$10.18/US gallon (regular) BZ\$10.59/US gallon (premium) BZ\$10.24/US gallon (diesel)
Bermuda	1.80	6.83	BMD1.80/L (Super) BMD1.60/L (Diesel)
Bolivia	0.54	2.04	B3.74/L (super) B3.72/L (diesel)
Bonair	1.34	5.07	USD 1.34/L (super) USD 0.914/L (diesel)
Bosnia and Herzegovina	1.66	6.28	KM2.25/L (95) KM2.30/L (diesel)
Brazil	1.35	5.11	R\$2.34/L
British Virgin Islands	1.32	5.00	US\$4.99/US gallon (reg)
Brunei	0.39	1.48	Br\$0.53/L
Bulgaria	1.72	6.51	BGN 2.57/L (95) BGN 2.73/L (98) BGN 2.62/L (diesel)
Burma	1.06	4.01	K3100/imperial gallon (regular) K 30/imperial gallon (diesel)
Cambodia	0.63	2.38	KHR2800/L
Canada	1.18	4.47	C\$1.14/L
Cape Verde	1.40	5.30	Esc10.7/L (gasoline) Esc8.3/L (diesel)
Cayman Islands	1.03	3.90	KYD3.79/imperial gallon (regular) KYD 3.79/imperial gallon (diesel)
Chile	1.36	5.13	CLP 592/L
China	1.06	4.01	RMB 6.46/L

Query Settings

Name: Typical gasoline prices around the world

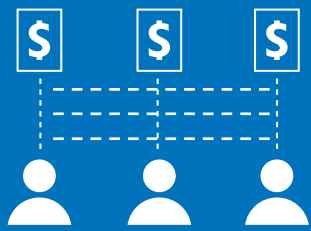
Description: Gasoline and diesel usage and pricing - Will update the first 150 rows

Applied Steps: Source

Load Settings: Load to worksheet, Load to Data Model

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





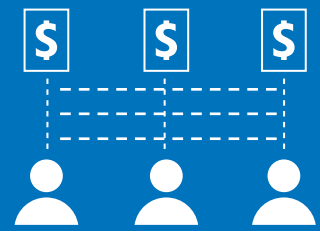
# Narrow your search

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 image illustrates the process of narrowing a search in a data table. It shows a right-click context menu with the option 'Remove Other Columns' highlighted. Below this, a screenshot shows the resulting table with only the desired columns. To the right, a screenshot of the Power BI Query Editor shows the 'RemovedOtherColumns' step in the Applied Steps pane, indicating that the unwanted columns have been removed from the query.

The resulting table displays only the information you want.

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