

Excel: Improving your Productivity

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Tables

- Store data in tables because they _____ - _____
- Insert > Table or Ctrl+T
- Structured references: *TableName[ColumnName]*

Conditional Summing

- SUMIFS
- *Add up this column of numbers, include those rows where this column is equal to this value*

Mapping Tables

- Data flow: _____ > _____ > _____

Report Type Comparison

Item	Formula-Based Reports	PivotTable Reports
Prepare	Write formulas	PivotTable interface
Structure	Formula limits	Limited to layout options
Interactivity	Excel features (sort, filter)	Drill-down, sort, filter
Refresh Data	Automatic	Refresh button
New Items in Data	Manually add	Automatically included
Sort	Manual	Automatic
Labels without Data	Included	Excluded

Additional Resources

- **Table Total Row:** excel-university.com/table-total-row
- **SUMIFS with OR:** excel-university.com/sumifs-with-or
- **Articles:** JofA *The Power of Mapping* excel-university.com/articles
- **Session Files:** excel-university.com/pcaob
- **Blog:** excel-university.com/blog
- **Videos:** excel-university.com/videos
- **Linkedin:** linkedin.com/in/jefflenning