

Creating a PivotTable from 10,000,000 rows can provide incredible insight.

To start values in a column in ascending or descending order.

1. In **Power Pivot**, while viewing a table in **Data View**, click a cell in the column by which you want to sort the table.
2. On the **Home** tab, in the **Sort and Filter** group, do either of the following:
 - . Click **Sort Ascending** to sort the column's values in ascending order.
 - . Click **Sort Descending** to sort the column's values in descending order.



Tip

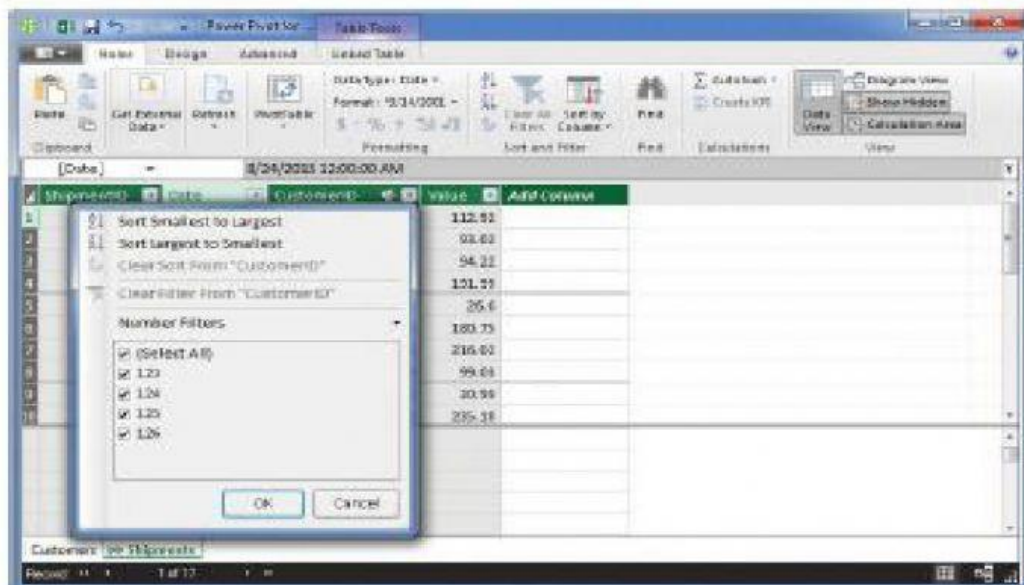
The **Sort Ascending** and **Sort Descending** buttons will have different labels depending on the values in the column. For example, a number field will have the label **Sort Smallest To Largest**, whereas a text field will have the label **Sort A To Z**.

To clear a sort from a sorted column

1. In *Power Pivot*, while viewing a table in *Data View*, click a cell in the column by which you have sorted the table.
2. In the **Sort and Filter** group, click **Clear Sort**.

To filter values in a column.

1. In **Power Pivot**, while viewing a table in **Data View**, click the **Filter** arrow at the right edge of the header for the column by which you want to *filter the table*.



Filter Power Pivot columns by creating rules or selecting specific values

2. In the filter list, perform either of the following actions:
 - . Click **Data Type Filters**, click the type of filter rule you want to create, *create* the rule, and click **OK**.
 - . Select and clear the check boxes to show or hide individual.
3. Click **OK**.

To clear filters applied in a Power Pivot sheet.

1. In **Power Pivot**, on the **Home** tab, in the **Sort and Filter** group, click **Clear All Filters**.

Or

1. Click the filter arrow of the column from which you want to remove the filters.
2. In the filter list, click **Clear Filter from "Fieldname."**
3. Click **Ok**.

To change the format of a column.

1. If necessary, in **Power Pivot**, on the **Home** tab, in the **View** group, click **Data View**.
2. Click a cell in the column you want to format.
3. By using the controls in the **Formatting** group of the **Home** tab, perform any of the following actions:
 - . Click **Data Type**, and then click a new data type in the list.
 - . Click **Format**, and then click a new data format in the list.
 - . Click **Apply Currency Format**, **Apply Percentage format**, or **Thousands Separator** to apply the format in the column.
 - . Click **Increase Decimal** or **Decrease Decimal** to increase the number of digits shown to the right of the decimal point.

To add a calculated column

1. In **Power Pivot**, while viewing a table in the data View, click the top cell in the **Add Column** column.
2. **Enter** **=**, followed by the formula you want to create. Add fields in the formula by entering **{** and then selecting the field that contains the values you want to use in your function.

ShipmentID	Date	[Custom enter]	Value	Add Column
001	8/24/2015	[Source]	35	112.52
005	8/24/2015	[ShipmentID]	33	98.83
006	8/24/2015	[Value]	25	94.23
007	8/24/2015		124	159.55
008	8/24/2015		134	36.6
009	8/24/2015		123	180.75
010	8/24/2015		134	215.82
011	8/24/2015		123	98.89
012	8/24/2015		125	30.88
013	8/24/2015		131	215.18

Define a calculated column by using techniques similar to summarizing values in Excel tables.

3. Press the **Enter** key.

To rename a column

1. In Power Pivot while viewing a table in Data View, double-click the header cell of the column you want to rename.
2. Enter the new column name.
3. Press **Enter**.

To delete a column

1. In **Power Pivot**, while viewing a table in **Data View**, right click the header cell of the column you want to delete.
2. Click **Delete Column**.

To create a Pivot table from Power Pivot data.

1. In **Power Pivot** in the **Home** tab, click **PivotTable**.
2. In the **Create Pivot Table** dialog box, click **New Worksheet**.
3. Click **Ok**.



Excel creates a PivotTable by using all available data in the Data Model, not just the table that was displayed when you created the PivotTable.

Questions.

- 1. What is important when changing data type in a column?**
- 2. Explain the steps in both ways when defining relationships between tables?**
- 3. Explain how to edit an existing relationship?**