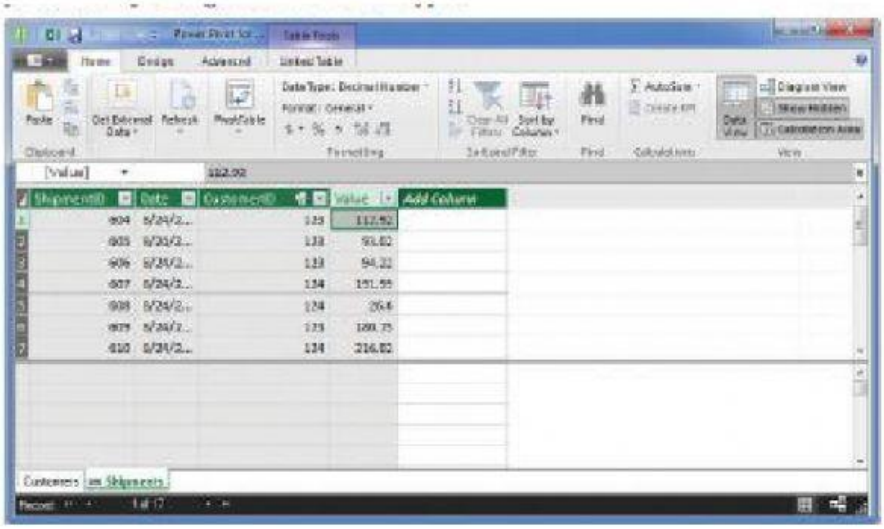
Lesson 3 Analysing Data by Using Power Pivot.

Originally introduced as an add-in for Excel 2010, Power Pivot is a tool you can use to work with any amount of data, as long aws the total file size is less than 2gigabytes(GB) and takes up less than 4GB of memory. For such large data collections, you'll usually work with summaries of your data you can focus on specific aspects of the data by sorting and filtering.

When you bring a data collection into Power Pivot, Excel attempts to identify the data type of each column. The app is usually accurate, but some data types can be confused. E.g. Excel will occasionallu identify currency or accounting data columns as containng regular numbers that include decimal values.. If this type of mistake happens you can always change the column;s data type.



Power Pivot identifies spme currency and accounting data as decimal numbers.

IMPORTANT

When you change the data type of a column, it might affect the column values protection and the results of calculations that are performed using the data.

Most large data sets contains raw data, such as sales amounts, and rely on the visulations or summary software program to calculate values such as sales tax, commissions or profit. To add this type of summary to your Power Pivot data, you can define a calculated column. The formula syntax for creating a calculated column is very similar to creating a formula that refers to an Excel table column, so you already have the skills to create them,m.
As with columns in Excel tables, you can rename and delete Power Pivot columns, but the real analysed power of power Pivot comes from creating the Pivot Tables from the large Power Pivot data sets. Creating a Pivot Table from 10,000 rows of data is useful, but

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

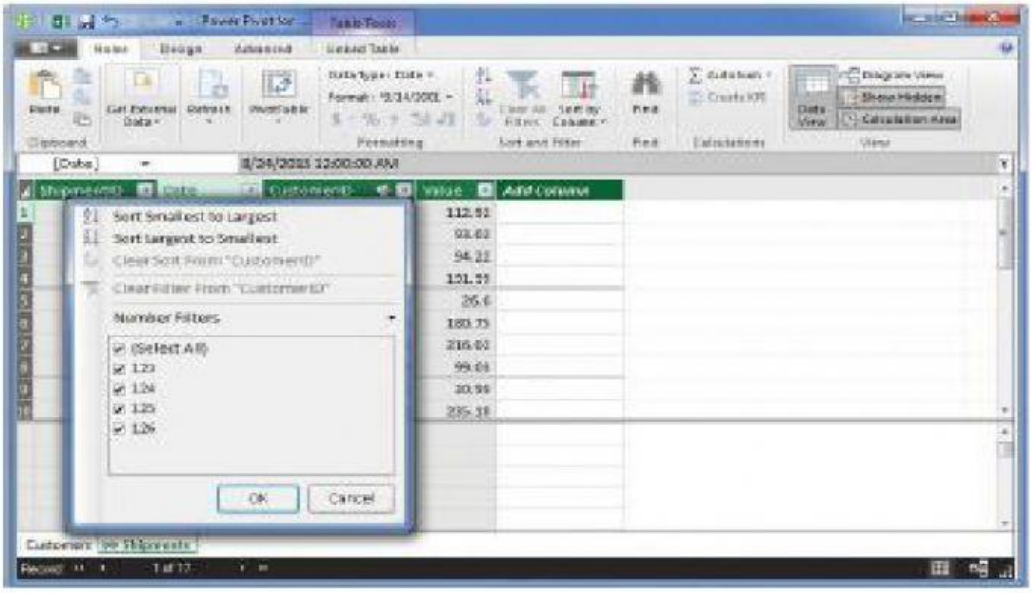
The Sort *Ascending* and Sort *Descending* buttons will have different labels depending on the values in the column. For example, a number field will have the label Sort Smallest To Largest, whereas a text field will have the label Sort A To Z.

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 tocreate, *create* the rule,and click **OK**.

. Select and clear the check boxes to share 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

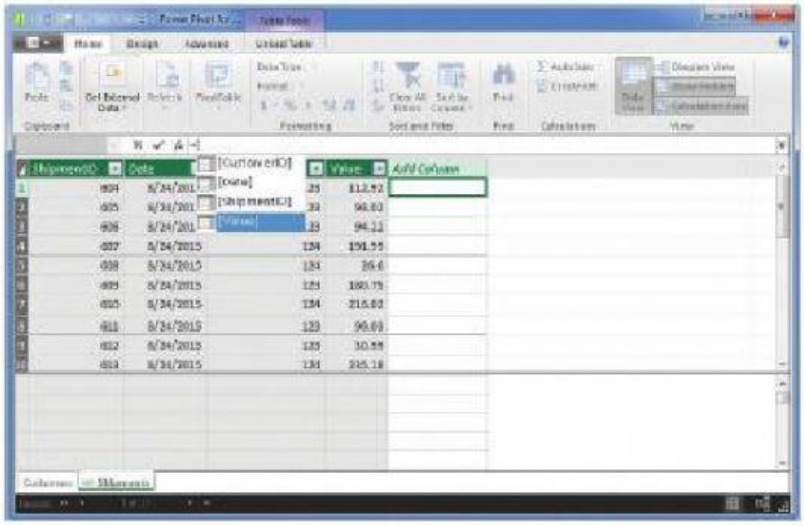
1. Click the filter arrow of the column from which you want to remove the filters.
2. In the filter list, click **Clear Filter from** "*Fieldname*."
3. Click **Ok**.

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 the click a new data format in the list.
   . Click Apply **Curremncy Format**,**Apply Percentage format**,*or* **Thousands Seperator** to apply the format in the column.
   . Click **Increase Decimal** or **Decrease Decimal** to increase the umber of digits shows to the right oof 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.



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**.

Tip

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?**