



Excel Advanced Quick Reference Guide

PivotTable Elements

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is titled 'Sum of Tickets' and has 'Column Labels' (Boston, Cancun, Chicago) and 'Row Labels' (Jan, Feb, Mar). The Grand Total is 14, 21, and 23. To the right is the 'PivotTable Fields' task pane. It has a search box, a list of fields (Date, Name, Profitability), and four areas: Filters (Name), Columns (Destination), Rows (Months), and Values (Sum of Tickets). There are also buttons for 'PivotTable Options...', 'PivotTable Design', and 'PivotTable Layout'.

PivotTable Layout

PivotTable Fields Pane

The PivotTable Fields pane controls how data is represented in the PivotTable. Click anywhere in the PivotTable to activate the pane. It includes a Search field, a scrolling list of fields (these are the column headings in the data range used to create the PivotTable), and four areas in which fields are placed. These four areas include:

- Filters:** If a field is placed in the Filters area, a menu appears above the PivotTable. Each unique value from the field is an item in the menu, which can be used to filter PivotTable data.
- Column Labels:** The unique values for the fields placed in the Columns area appear as column headings along the top of the PivotTable.
- Row Labels:** The unique values for the fields placed in the Rows area appear as row headings along the left side of the PivotTable.
- Values:** The values are the "meat" of the PivotTable, or the actual data that's calculated for the fields placed in the rows and/or columns area. Values are most often numeric calculations.

Not all PivotTables will have a field in each area, and sometimes there will be multiple fields in a single area.

The Layout Group

The screenshot shows the 'PivotTable Layout' group in the ribbon. It contains four buttons: 'Subtotals' (with a minus sign), 'Grand Totals' (with a plus sign), 'Report Layout' (with a compact icon), and 'Blank Rows' (with a plus sign).

- Subtotals:** Show or hide subtotals and specify their location in the PivotTable.
- Grand Totals:** Add or remove grand total rows for columns and/or rows.
- Report Layout:** Adjust the report layout to show in compact, outline, or tabular form.
- Blank Rows:** Emphasize groups of data by manually adding blank rows between grouped items.

PivotTables

Create a PivotTable: Select the data range to be used by the PivotTable. Click the **Insert** tab on the ribbon and click the **PivotTable** button in the Tables group. Verify the range and then click **OK**.

Add Multiple PivotTable Fields: Click a field in the field list and drag it to one of the four PivotTable areas that contains one or more fields.

Filter PivotTables: Click and drag a field from the field list into the Filters area. Click the field's list arrow (v) above the PivotTable and select the value(s) you want to filter.

Group PivotTable Values: Select a cell in the PivotTable that contains a value you want to group by. Click the **Analyze** tab on the ribbon and click the **Group Field** button. Specify how the PivotTable should be grouped and then click **OK**.

Refresh a PivotTable: With the PivotTable selected, click the **Analyze** tab on the ribbon. Click the **Refresh** button in the Data group.

Format a PivotTable: With the PivotTable selected, click the **Design** tab. Then, select the desired formatting options from the PivotTable Options group and the PivotTable Styles group.

PivotCharts

Create a PivotChart: Click any cell in a PivotTable and click the **Analyze** tab on the ribbon. Click the **PivotChart** button in the Tools group. Select a PivotChart type and click **OK**.

Modify PivotChart Data: Drag fields into and out of the field areas in the task pane.

Refresh a PivotChart: With the PivotChart selected, click the **Analyze** tab on the ribbon. Click the **Refresh** button in the Data group.

Modify PivotChart Elements: With the PivotChart selected, click the **Design** tab on the ribbon. Click the **Add Chart Element** button in the Chart Elements group and select the item(s) you want to add to the chart.

Apply a PivotChart Style: Select the PivotChart and click the **Design** tab on the ribbon. Select a style from the gallery in the Chart Styles group.

Update Chart Type: With the PivotChart selected, click the **Design** tab on the ribbon. Click the **Change Chart Type** button in the Type group. Select a new chart type and click **OK**.

Enable PivotChart Drill Down: Click the **Analyze** tab. Click the **Field Buttons** list arrow in the Show/Hide group and select **Show Expand/Collapse Entire Field Buttons**.

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Macros

Enable the Developer Tab: Click the **File** tab and select **Options**. Select **Customize Ribbon** at the left. Check the **Developer** check box and click **OK**.

Record a Macro: Click the **Developer** tab on the ribbon and click the **Record Macro** button. Type a name and description then specify where to save it. Click **OK**. Complete the steps to be recorded. Click the **Stop Recording** button on the Developer tab.

Run a Macro: Click the **Developer** tab on the ribbon and click the **Macros** button. Select the macro and click **Run**.

Edit a Macro: Click the **Developer** tab on the ribbon and click the **Macros** button. Select a macro and click the **Edit** button. Make the

Advanced Formatting

Customize Conditional Formatting: Click the **Conditional Formatting** button on the Home tab and select **New Rule**. Select a rule type, then edit the styles and values. Click **OK**.

Edit a Conditional Formatting Rule: Click the **Conditional Formatting** button on the Home tab and select **Manage Rules**. Select the rule you want to edit and click **Edit Rule**. Make your changes to the rule. Click **OK**.

Change the Order of Conditional Formatting Rules: Click the **Conditional Formatting** button on the Home tab and select **Manage Rules**. Select the rule you want to re-sequence. Click the **Move Up** or **Move Down** arrow until the rule is positioned correctly. Click **OK**.

Advanced Formulas

VLOOKUP: Looks for and retrieves data from a specific column in a table.

The screenshot shows a table with columns: Agent ID, First, Last, Sales, Packages. The formula bar shows: `=VLOOKUP(D2, A4:E10, 5)`. Below the formula, there are three labels: 'value to look for in the first column of the table', 'table from which to retrieve a value', and 'col_index the column number in the table from which to retrieve a value'.

HLOOKUP: Looks for and retrieves data from a specific row in a table.

Advanced Excel Formulas Cheat Sheet

**June Jamrich Parsons, Dan Oja, Roy
Ageloff, Patrick Carey**



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