



Excel Advanced

Quick Reference Guide

PivotTable Elements

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 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**.

Subtotals in 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 a 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 changes you want.

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 resequence. Click the **Move Up** or **Move Down** arrow until the rule is positioned correctly. Click **OK**.

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PivotTable Layout

PivotTable Fields Pane

The PivotTable Fields pane controls how data is represented in the PivotTable. Click anywhere in the PivotTable to activate this 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



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.

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Advanced Formulas

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

value to look for in the first column of the table	table from which to retrieve a value	column number in the table from which to retrieve a value
=VLOOKUP(L2, A4:E10, 5)		

INDEX/MATCH: Looks for and retrieves data from a table using a column header and a row header.

Advanced Excel Formulas Cheat Sheet

Chao Zhang

Advanced Excel Formulas Cheat Sheet:

Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) TeachUcomp Inc,2017-07-18 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Excel 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Excel 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

The Analyst

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[Microsoft Excel 2000](#) Rick Winter, 1999

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Table of Contents Advanced Excel Formulas Cheat Sheet

1. Understanding the eBook Advanced Excel Formulas Cheat Sheet
 - The Rise of Digital Reading Advanced Excel Formulas Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Advanced Excel Formulas Cheat Sheet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Advanced Excel Formulas Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Advanced Excel Formulas Cheat Sheet
 - Personalized Recommendations

- Advanced Excel Formulas Cheat Sheet User Reviews and Ratings
- Advanced Excel Formulas Cheat Sheet and Bestseller Lists

5. Accessing Advanced Excel Formulas Cheat Sheet Free and Paid eBooks

- Advanced Excel Formulas Cheat Sheet Public Domain eBooks
- Advanced Excel Formulas Cheat Sheet eBook Subscription Services
- Advanced Excel Formulas Cheat Sheet Budget-Friendly Options

6. Navigating Advanced Excel Formulas Cheat Sheet eBook Formats

- ePUB, PDF, MOBI, and More
- Advanced Excel Formulas Cheat Sheet Compatibility with Devices
- Advanced Excel Formulas Cheat Sheet Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Advanced Excel Formulas Cheat Sheet
- Highlighting and Note-Taking Advanced Excel Formulas Cheat Sheet
- Interactive Elements Advanced Excel Formulas Cheat Sheet

8. Staying Engaged with Advanced Excel Formulas Cheat Sheet

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Advanced Excel Formulas Cheat Sheet

9. Balancing eBooks and Physical Books Advanced Excel Formulas Cheat Sheet

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Advanced Excel Formulas Cheat Sheet

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Advanced Excel Formulas Cheat Sheet

- Setting Reading Goals Advanced Excel Formulas Cheat Sheet
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Advanced Excel Formulas Cheat Sheet

- Fact-Checking eBook Content of Advanced Excel Formulas Cheat Sheet

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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