

The Mouse Training Company



# Excel 2010 Advanced

Web: [www.mousetraining.co.uk](http://www.mousetraining.co.uk)  
Email: [info@mousetraining.co.uk](mailto:info@mousetraining.co.uk)  
Tel: +44 (0) 20 7920 9500



# TABLE OF CONTENTS

TABLE OF CONTENTS.....	3
<b>INTRODUCTION .....</b>	<b>7</b>
How To Use This Guide .....	7
Objectives.....	7
Instructions.....	7
Appendices.....	7
<b>SECTION 1 ADVANCED WORKSHEET FUNCTIONS .....</b>	<b>9</b>
CONDITIONAL & LOGICAL FUNCTIONS.....	10
If Statements .....	10
Logical Test .....	11
Value If True / False .....	11
Nested If.....	12
COUNTING AND TOTALLING CELLS CONDITIONALLY .....	13
Statistical If Statements.....	13
Sumif .....	15
Countif.....	16
Averageif .....	17
Averageifs.....	18
Sumifs .....	20
Countifs .....	22
AND, OR, NOT.....	23
And .....	23
Or .....	24
Not.....	24
Ierror .....	25
Iferror .....	26
LOOKUP FUNCTIONS.....	27
Lookup .....	27
Vector Lookup.....	27
Hlookup .....	30
Vlookup .....	31
Nested Lookups .....	32
<b>SECTION 2 VIEWS, SCENARIOS, GOAL SEEK, SOLVER .....</b>	<b>33</b>
GOAL SEEKING AND SOLVING .....	34
Goal Seek .....	34
Solver.....	35
Constraints.....	36
ADVANCED SOLVER FEATURES .....	38
Save Or Load A Problem Model .....	38
Solving Methods Used By Solver .....	38
Solver Options.....	38
Solver And Scenario Manager .....	39
Saving Solver Solutions .....	39
Solver Reports.....	40
SCENARIOS.....	41
Create A Scenario Manually .....	41
Open The Scenario Manager .....	41
Showing A Scenario.....	42
Editing A Scenario .....	43
Deleting A Scenario .....	44
Scenario Summary .....	44

VIEWS .....	45
Custom Views .....	45
Typical Custom View Model .....	45
Defining Views .....	46
Showing A View .....	47
<b>SECTION 3 USING EXCEL TO MANAGE LISTS .....</b>	<b>48</b>
EXCEL LISTS, LIST TERMINOLOGY.....	49
Row And Column Content.....	49
Column Labels .....	49
List Size And Location .....	49
Miscellaneous .....	49
SORTING DATA.....	50
Quick Sort .....	50
Multi Level Sort.....	51
Custom Sorting Options .....	52
Creating A Custom Sort Order .....	53
SUBTOTALS.....	54
Organising The List For Subtotals .....	54
Create Subtotals .....	54
Summarising A Subtotalled List.....	55
Show And Hide By Level.....	57
Remove Subtotals .....	58
FILTERING A LIST .....	59
Autofilters .....	59
Search Criteria.....	60
Custom Criteria And - Or.....	62
Wildcards.....	63
Turning Off Autofilter .....	64
ADVANCED FILTERING.....	64
Set Criteria In Advanced Filter .....	64
CRITERIA TIPS.....	66
MULTIPLE CRITERIA .....	67
Using Multiple Rows In The Criteria Range.....	67
CALCULATED CRITERIA.....	68
Basic Calculation .....	68
Calculated Criteria Using Functions.....	69
Copying Filtered Data .....	70
Unique Records.....	70
Database Functions .....	71
DATA CONSOLIDATION.....	74
PIVOTTABLES .....	75
Important Information .....	76
Create A PivotTable .....	78
Select A Data Source .....	78
Set A Location .....	80
Create A PivotChart From The PivotTable .....	80
Make PivotChart Static.....	81
Create A Static Chart From The Data In A PivotTable Report.....	81
Delete A PivotTable Or PivotChart Report .....	82
Create Layout For PivotTables.....	83
MODIFYING A PIVOTTABLE.....	84
Sort A PivotTable .....	85
Filter A PivotTable .....	86
Value And Label Filters.....	86

MANAGING PIVOTTABLES.....	87
Refresh A PivotTable With Internal Data.....	87
External Data Refresh.....	87
Grouping PivotTable Items.....	88
FORMATTING A PIVOTTABLE.....	91
Styles.....	91
Banding.....	92
SLICERS.....	94
Slicer Options.....	95
Make A Slicer Available For Use In Another PivotTable.....	95
Share A Slicer By Connecting To Another PivotTable.....	96
Format A Slicer.....	97
Standalone Slicer.....	98

**SECTION 4 CHARTS .....99**

INTRODUCTION TO CHARTING.....	100
Terminology.....	100
CREATING CHARTS.....	101
Embedded Charts.....	101
Separate Chart Pages.....	101
Three Methods To Create Charts.....	102
Moving And Resizing Embedded Charts.....	103
Data Layout.....	103
Shortcut Menu (Right Click).....	105
Chart Types.....	105
Default Chart Type.....	107
FORMATTING CHARTS.....	108
Design Ribbon.....	108
Data Source.....	108
Series And Categories.....	109
Switch Rows And Columns.....	110
Add A Series Manually.....	110
The Series Function.....	111
Charting With Blocks Of Data.....	111
CHANGING THE CHART LAYOUT.....	112
Chart Styles.....	112
Moving Chart Location.....	112
Layout Ribbon.....	113
Formatting Chart Elements.....	113
Resetting Custom Formats.....	114
Adding, Removing And Formatting Labels.....	114
Axes.....	115
Gridlines.....	117
Unattached Text.....	117
Format Dialog.....	117
SPARKLINES.....	120
What are Sparklines?.....	120
Create Sparklines.....	121
Customize Sparklines.....	122
Axis options.....	122

[Click here to download full PDF material](#)