University Information
Technology Services

# Microsoft Excel 2010

## Special Topics

PivotTable

IF Function

V-Lookup Function

**University Information Technology Services**

**Training, Outreach, Learning Technologies and Video Production**

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## Microsoft Excel 2010

## Special Topics

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# 1. Introduction

This document will provide you with information on timesaving Excel features such as analyzing data with pivot tables, the IF Function, and the VLOOKUP Function, that will make your work easier. Additionally, you will learn the quickest way to troubleshoot problems with your spreadsheets.

# 2. Learning Objectives

- • Analyzing data with pivot tables
- • Utilizing the IF Function
- • Utilizing the V-lookup Function

# 3. Analyzing Data with Pivot Tables

| | |
|---|---|
| **Pivot Table** | **An interactive table that summarizes and analyzes data from existing lists and tables**. |

**Figure 1  PivotTable Definition**

## ABC Company - Magazine Rack Sales

| Customer | Region | Month | Year | Salesrep | Quantity | Price | Sales |
|---|---|---|---|---|---|---|---|
| All About the Arts | North | Feb | 2005 | Westfall | 252 | 600 | 151200 |
| All About the Arts | Mid West | Jun | 2006 | Motaz | 50 | 600 | 30000 |
| Allendale Books | South | Jan | 2005 | Gorman | 2 | 565 | 1130 |
| Antonio's Music Shop | East | Jan | 2005 | Barone | 3 | 595 | 1785 |
| Antonio's Music Shop | East | Apr | 2006 | Barone | 1 | 575 | 575 |
| AppleTree Art Supplies | West | Sep | 2005 | Rodriquez | 3 | 565 | 1695 |
| Books Abound | North | Nov | 2005 | Tobin | 3 | 200 | 600 |
| Books Abound | West | May | 2006 | Tobin | 4 | 555 | 2220 |
| Brandt Learning Center | East | Sep | 2005 | McCrank | 1 | 595 | 595 |
| Caldwell's Card Shoppe | West | Jan | 2005 | Tobin | 3 | 570 | 1710 |
| Cards for All Occasions | South | Nov | 2005 | Gorman | 4 | 565 | 2260 |
| Celebration Card Shop | North | Jun | 2005 | Rorbach | 2 | 600 | 1200 |
| Engel's Books | Mid West | Nov | 2005 | Westfall | 2 | 600 | 1200 |
| Exclusively Pets | West | Apr | 2005 | Tobin | 1 | 600 | 600 |
| Gardening Galore | South | Feb | 2005 | Banks | 2 | 595 | 1190 |
| Greyson Learning Center | North | Oct | 2005 | Westfall | 1 | 600 | 600 |
| Greyson Learning Center | North | Feb | 2006 | Westfall | 2 | 565 | 1130 |
| Jamison Books | South | Apr | 2005 | Gorman | 3 | 575 | 1725 |
| Johnson's Drug Store | North | Feb | 2005 | Motaz | 2 | 575 | 1150 |
| Katie's Kraft Supplies | East | May | 2005 | McCrank | 1 | 600 | 600 |
| Katie's Kraft Supplies | East | Nov | 2006 | McCrank | 3 | 565 | 1695 |
| Mac's Music | North | Mar | 2005 | Westfall | 1 | 600 | 600 |
| Marlene's Magazines and Books | East | Jan | 2005 | McCrank | 2 | 600 | 1200 |
| Marlene's Magazines and Books | East | Oct | 2006 | McCrank | 2 | 575 | 1150 |
| Marlene's Magazines and Books | East | Dec | 2006 | McCrank | 2 | 575 | 1150 |
| Moore Music | East | Aug | 2005 | Barone | 2 | 595 | 1190 |
| Moore Music | East | Nov | 2006 | Barone | 2 | 575 | 1150 |
| S-Mart Garden Emporium | East | Mar | 2005 | Barone | 2 | 565 | 1130 |
| S-Mart Garden Emporium | East | Jan | 2006 | Barone | 1 | 565 | 565 |
| St. Agnes School | Mid West | Feb | 2005 | Tobin | 1 | 550 | 550 |
| St. Agnes School | West | Jun | 2006 | Tobin | 1 | 550 | 550 |
| The Corner Bookstore | North | Oct | 2005 | Motaz | 6 | 500 | 3000 |
| The Corner Bookstore | North | Jul | 2006 | Rorbach | 6 | 500 | 3000 |
| The Unabridged Bookstore | South | Sep | 2005 | Banks | 4 | 525 | 2100 |
| The Unabridged Bookstore | South | Nov | 2006 | Banks | 2 | 550 | 1100 |
| Towne Pet Shoppe | North | Mar | 2006 | Rorbach | 1 | 600 | 600 |
| Towne Pet Shoppe | North | Feb | 2006 | Rorbach | 1 | 600 | 600 |
| Willowridge Craft Supplies | South | Dec | 2005 | Gorman | 2 | 595 | 1190 |

Figure 2  Data List

1. Select the data range that you want to analyze.
2. On the **Insert** tab in the **Tables** group, click **PivotTable**.

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