



University Information  
Technology Services

# Microsoft Excel 2010

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## Special Topics

PivotTable

IF Function

V-Lookup Function

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# University Information Technology Services

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

<b>Pivot Table</b>	<b>An interactive table that summarizes and analyzes data from existing lists and tables.</b>
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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 About	North	Nov	2005	Tobin	3	200	600
Books About	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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