



University Information
Technology Services

Using Excel 2011® at Kennesaw State University

*Pivot Tables
VLOOKUP Function
IF Function*

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

Office 2011® has been designed specifically for the Mac® computer. Each Mac at Kennesaw State University includes the following *Office 2011* products: *Word*®, *Excel*®, and *PowerPoint*®. These packages will help you to develop useful documents, manage data, and create powerful presentations. This booklet, recommended for intermediate-level Macintosh® users, has been developed to help you understand Pivot Tables, the VLOOKUP Function, and the IF Function in Excel 2011.

Learning Objectives

The learning objectives in this document include:

- Understanding how to use Pivot Tables
- Knowing how to use the VLOOKUP Function
- Being able to use the IF Function

PivotTables

A PivotTable is an excellent tool to analyze data. For example, suppose that you have the following spreadsheet that contains data about sales for your organization.

	A	B	C	D	E
1	Store	Sales Rep	Quota	YTD Sales	
2	Decatur	Smith	50000	35000	
3	Decatur	Johnson	50000	28000	
4	Decatur	Reed	50000	15000	
5	Marietta	Watson	60000	8000	
6	Marietta	Knight	60000	9000	
7	Dunwoody	Cook	40000	19000	
8	Dunwoody	Payne	40000	18000	
9	Dunwoody	Gillis	40000	17000	
10	Douglasville	Williams	70000	25000	
11	Douglasville	Cox	70000	26000	
12	Atlanta	Allen	80000	32000	
13	Atlanta	Sutton	80000	34000	
14	Atlanta	Webb	80000	31000	
15					

Figure 1 – Sales Data in a Spreadsheet

A PivotTable could be created for the spreadsheet above to help you to better analyze the numbers. The following explains how to create a PivotTable.

1. Click to select any cell that has data within the spreadsheet (see *Figure 2*).

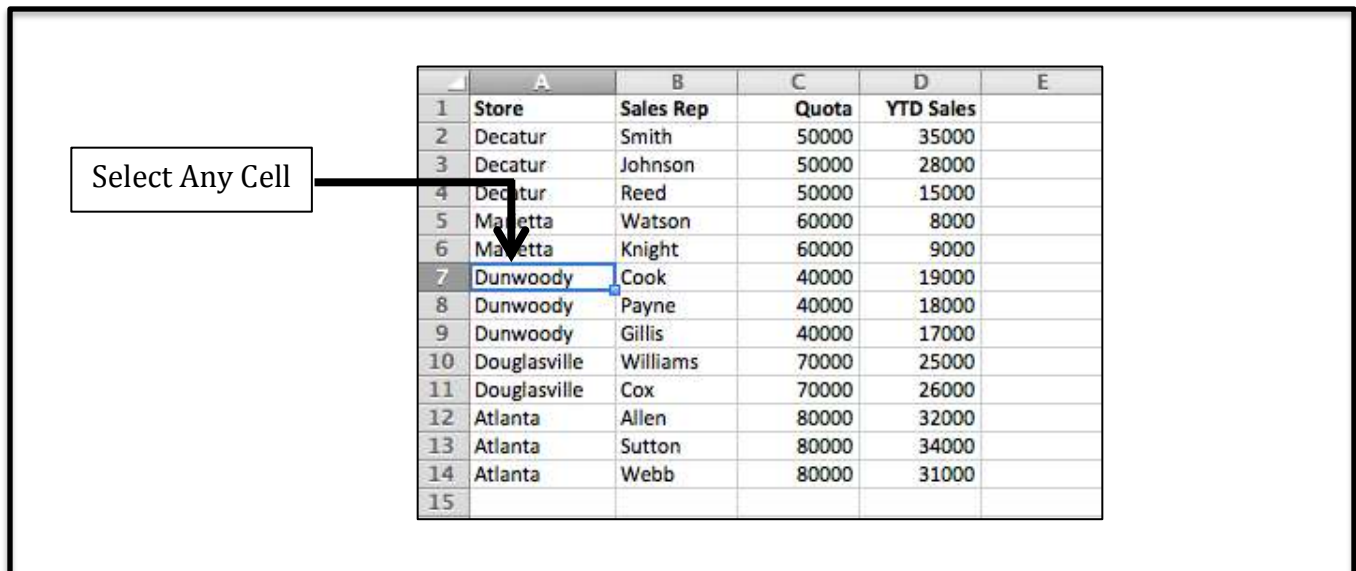


Figure 2 – Select a Cell in the Spreadsheet

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