

# Advance Excel

<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>
<b>NAMES.....</b>	<b>10</b>
Defining Names.....	10
Creating Names Automatically.....	11
Managing Names .....	12
<b>USING NAMES .....</b>	<b>14</b>
Go To.....	14
Names In Formulae .....	15
Applying Names .....	16
<b>CONDITIONAL &amp; LOGICAL FUNCTIONS.....</b>	<b>17</b>
If Statements.....	17
Logical Test.....	18
Value If True / False .....	18
Nested If.....	19
Statistical If Statements .....	21
<b>AND, OR, NOT.....</b>	<b>22</b>
And.....	22
Or .....	23
Not .....	23
<b>LOOKUP FUNCTIONS.....</b>	<b>24</b>
Lookup.....	24
Vector Lookup.....	24
Hlookup.....	26
Vlookup .....	27
Nested Lookups.....	29
<b>OTHER USEFUL FUNCTIONS.....</b>	<b>31</b>
ISERROR.....	31
IFERROR.....	32
COUNTIF.....	33
AVERAGEIF .....	35
AVERAGEIFS .....	36
SUMIFS.....	37
COUNTIFS.....	39
<b>DATA CONSOLIDATION.....</b>	<b>41</b>
<b>SECTION 2 VIEWS, SCENARIOS, GOAL SEEK AND  SOLVER.....</b>	<b>44</b>
<b>GOAL SEEKING AND SOLVING.....</b>	<b>45</b>
Goal Seek.....	45
Solver .....	47

Solver Parameters.....	47
Constraints .....	48
Solver And Scenario Manager.....	50
Opening Scenario Manager.....	50
Saving Solver Solutions .....	51
Reports.....	52
<b>VIEWS &amp; SCENARIOS.....</b>	<b>53</b>
Custom Views.....	53
Typical Custom View Model.....	53
Defining A View.....	54
Showing A View.....	55
Scenario Manager .....	55
Load The Scenario Manager.....	55
Showing A Scenario.....	57
Editing A Scenario .....	58
Deleting A Scenario .....	59
<b>SECTION 3 USING EXCEL TO MANAGE LISTS.....</b>	<b>60</b>
<b>EXCEL LISTS, LIST TERMINOLOGY.....</b>	<b>61</b>
Row And Column Content.....	61
Column Labels .....	61
List Size And Location.....	61
Miscellaneous .....	61
<b>SORTING DATA .....</b>	<b>62</b>
Custom Sorting Options .....	65
Creating A Custom Sort Order.....	66
<b>ADDING SUBTOTALS TO A LIST .....</b>	<b>67</b>
Examining Subtotals.....	68
<b>FILTERING A LIST.....</b>	<b>69</b>
Custom Criteria .....	72
Wildcards .....	73
Turning Off Autofilter.....	74
Advanced Filtering .....	75
Set Criteria .....	75
Entering Search Criteria .....	77
Wildcards With Text Criteria .....	77
Multiple Criteria .....	77
Checking The Criteria Range .....	78
Calculated Criteria.....	79
Calculated Criteria Using Functions .....	80
Copying Filtered Data.....	81
Unique Records.....	81
<b>LIST STATISTICS.....</b>	<b>82</b>
Database Functions.....	82
<b>PIVOTTABLES.....</b>	<b>85</b>
To Create A PivotChart Report From An Existing PivotTable Report .....	87
Create A Static Chart From The Data In A PivotTable Report .....	88
Delete A PivotTable Or PivotChart Report .....	88
Create Layout For PivotTables .....	89

Modifying A PivotTable .....	90
<b>MANAGING PIVOTTABLES.....</b>	<b>93</b>
Using Another PivotTable Report.....	93
Changing An Existing Report's Source Data .....	94
Automatically Refresh Data When A Workbook Is Opened.....	95
Automatically Refresh Data At Regular Time Intervals .....	95
Require A Password To Refresh An External Data Range .....	95
Grouping PivotTable Items.....	97
Formatting A PivotTable .....	100
<b>SECTION 4 CHARTS .....</b>	<b>104</b>
<b>INTRODUCTION TO CHARTING .....</b>	<b>105</b>
Terminology .....	105
Embedded Charts.....	106
Separate Chart Pages .....	106
Three Methods To Create Charts.....	107
Moving And Resizing Embedded Charts .....	108
Data Layout .....	108
Shortcut Menu (Right Click) .....	110
Chart Types .....	110
Default Chart Type .....	114
<b>FORMATTING CHARTS .....</b>	<b>115</b>
Design Ribbon .....	115
Switch Rows And Columns.....	117
Changing The Chart Layout .....	117
Chart Styles .....	118
Moving Chart Location.....	118
Layout Ribbon .....	119
Formatting Chart Elements.....	119
Resetting Custom Formats.....	120
Adding, Removing And Formatting Labels .....	120
Axes.....	121
Gridlines .....	122
Unattached Text.....	122
Format Dialog.....	123
Add A Series Manually .....	125
The Series Function.....	125
Charting With Blocks Of Data.....	125
<b>SECTION 5 TEMPLATES .....</b>	<b>126</b>
<b>INTRODUCTION TO TEMPLATES .....</b>	<b>127</b>
Standard Templates .....	127
Custom Templates .....	128
AutoTemplates.....	130
Opening And Editing Templates.....	130
Template Properties.....	131
<b>SECTION 6 AUDITING.....</b>	<b>133</b>
<b>AUDITING FEATURES .....</b>	<b>134</b>
Tracers.....	134
Comments.....	136

<b>SECTION 7 OTHER FORMATTING .....</b>	<b>139</b>
<b>FORMATTING CELLS.....</b>	<b>139</b>
Themes.....	139
Customising A Theme.....	140
Styles .....	142
Conditional Formatting .....	145
<b>SECTION 8 OTHER EXCEL FEATURES.....</b>	<b>150</b>
<b>INSERTING, FORMATTING AND DELETING OBJECTS.....</b>	<b>150</b>
Inserting A Drawing Object .....	150
SmartArt.....	151
WordArt .....	153
Formatting Shapes .....	153
QuickStyles.....	153
Manual Formatting .....	155
<b>REVIEWING .....</b>	<b>157</b>
Protecting.....	157
Use A Shared Workbook To Collaborate.....	159
Share A Workbook .....	160
<b>PROOFING TOOLS .....</b>	<b>166</b>
Spelling And Grammar .....	166
Thesaurus.....	167
Translation .....	167
Show Or Hide ScreenTips .....	168
<b>EXCEL 2007 SPECIFICATIONS AND LIMITS .....</b>	<b>169</b>