



Microsoft®

Excel 2013 Advanced

Quick Reference Guide

PivotTable Elements

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is located in the range A3:D8. The PivotTable Fields task pane is open on the right side of the spreadsheet. The task pane shows the following configuration:

- Filters:** Name
- Columns:** Destination
- Rows:** Months, Date
- Values:** Sum of Tickets

The PivotTable data is as follows:

| Row Labels | Boston | Cancun | Chicago |
|--------------------|-----------|-----------|-----------|
| Jan | 8 | 6 | 6 |
| Feb | 1 | 7 | 8 |
| Mar | 5 | 8 | 9 |
| Grand Total | 14 | 21 | 23 |

PivotTable Layout

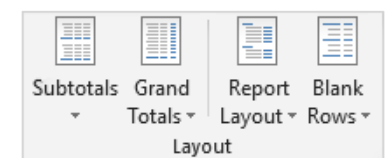
PivotTable Fields Pane

The PivotTable Fields pane controls how data is represented in the PivotTable. Click anywhere in the PivotTable to activate the pane. It includes a Search field, a scrolling list of fields (these are the column headings in the data range used to create the PivotTable), and four areas in which fields are placed. These four areas include:

- Filters:** If a field is placed in the Filters area, a menu appears above the PivotTable. Each unique value from the field is an item in the menu, which can be used to filter PivotTable data.
- Column Labels:** The unique values for the fields placed in the Columns area appear as column headings along the top of the PivotTable.
- Row Labels:** The unique values for the fields placed in the Rows area appear as row headings along the left side of the PivotTable.
- Values:** The values are the “meat” of the PivotTable, or the actual data that’s calculated for the fields placed in the rows and/or columns area. Values are most often numeric calculations.

Not all PivotTables will have a field in each area, and sometimes there will be multiple fields in a single area.

The Layout Group



Subtotals: Show or hide subtotals and specify their location in the PivotTable.

Grand Totals: Add or remove grand total rows for columns and/or rows.

Report Layout: Adjust the report layout to show in compact, outline, or tabular form.

Blank Rows: Emphasize groups of data by manually adding blank rows between grouped items.

PivotTables

Create a PivotTable: Select the data range to be used by the PivotTable. Click the **Insert** tab on the ribbon and click the **PivotTable** button in the Tables group. Verify the range and then click **OK**.

Add Multiple PivotTable Fields: Click a field in the field list and drag it to one of the four PivotTable areas that contains one or more fields.

Filter PivotTables: Click and drag a field from the field list into the Filters area. Click the field’s list arrow above the PivotTable and select the value(s) you want to filter.

Group PivotTable Values: Select a cell in the PivotTable that contains a value you want to group by. Click the **Analyze** tab on the ribbon and click the **Group Field** button. Specify how the PivotTable should be grouped and then click **OK**.

Refresh a PivotTable: With the PivotTable selected, click the **Analyze** tab on the ribbon. Click the **Refresh** button in the Data group.

Format a PivotTable: With the PivotTable selected, click the **Design** tab. Then, select the desired formatting options from the PivotTable Options group and the PivotTable Styles group.

PivotCharts

Create a PivotChart: Click any cell in a PivotTable and click the **Analyze** tab on the ribbon. Click the **PivotChart** button in the Tools group. Select a PivotChart type and click **OK**.

Modify PivotChart Data: Drag fields into and out of the field areas in the task pane.

Refresh a PivotChart: With the PivotChart selected, click the **Analyze** tab on the ribbon. Click the **Refresh** button in the Data group.

Modify PivotChart Elements: With the PivotChart selected, click the **Design** tab on the ribbon. Click the **Add Chart Element** button in the Chart Elements group and select the item(s) you want to add to the chart.

Apply a PivotChart Style: Select the PivotChart and click the **Design** tab on the ribbon. Select a style from the gallery in the Chart Styles group.

Update the Chart Type: With the PivotChart selected, click the **Design** tab on the ribbon. Click the **Change Chart Type** button in the Type group. Select a new chart type and click **OK**.

Enable PivotChart Drill Down: Click the **Analyze** tab. Click the **Field Buttons** list arrow in the Show/Hide group and select **Show Expand/Collapse Entire Field Buttons**.

Macros

Enable the Developer Tab: Click the **File** tab and select **Options**. Select **Customize Ribbon** at the left. Check the **Developer** check box and click **OK**.

Record a Macro: Click the **Developer** tab on the ribbon and click the **Record Macro** button. Type a name, description and specify where to save it. Click **OK**. Complete the steps to be recorded. Click the **Stop Recording** button on the Developer tab.

Run a Macro: Click the **Developer** tab on the ribbon and click the **Macros** button. Select the macro and click **Run**.

Edit a Macro: Click the **Developer** tab on the ribbon and click the **Macros** button. Select a macro and click the **Edit** button. Make the necessary changes to the Visual Basic code and click the **Save** button.

Delete a Macro: Click the **Developer** tab on the ribbon and click the **Macros** button. Select a macro and click the **Delete** button.

Macro Security: Click the **Developer** tab on the ribbon and click the **Macro Security** button. Select a security level and click **OK**.

Troubleshoot Formulas

Common Formula Errors:

- ##### - The column isn't wide enough to display all cell data.
- #NAME? - The text in the formula isn't recognized.
- #VALUE! - There is an error with one or more formula arguments.
- #DIV/0 - The formula is trying to divide a value by 0.
- #REF! - The formula references a cell that no longer exists.

Trace Precedents: Click the cell containing the value you want to trace and click the **Formulas** tab on the ribbon. Click the **Trace Precedents** button to see which cells affect the value in the selected cell.

| Jan | Feb | Total |
|-------|-------|--------|
| 6,010 | 7,010 | 13,020 |

Error Checking: Select a cell containing an error. Click the **Formulas** tab on the ribbon and click the **Error Checking** button in the Formula Auditing group. Use the dialog to locate and fix the error.

The Watch Window: Select the cell you want to watch. Click the **Formulas** tab on the ribbon and click the **Watch Window** button. Click the **Add Watch** button. Ensure the correct cell is identified and click **Add**.

Evaluate a Formula: Select a cell with a formula. Click the **Formulas** tab on the ribbon and click the **Evaluate Formula** button.

Advanced Formatting

Customize Conditional Formatting: Click the **Conditional Formatting** button on the Home tab and select **New Rule**. Select a rule type and edit the styles and values. Click **OK**.

Edit a Conditional Formatting Rule: Click the **Conditional Formatting** button on the Home tab and select **Manage Rules**. Select the rule you want to edit and click **Edit Rule**. Make your changes to the rule. Click **OK**.

Change the Order of Conditional Formatting Rules: Click the **Conditional Formatting** button on the Home tab and select **Manage Rules**. Select the rule you want to re-sequence. Click the **Move Up** or **Move Down** arrow until the rule is positioned correctly. Click **OK**.

Analyze Data

Goal Seek: Click the **Data** tab on the ribbon. Click the **What-If Analysis** button and select **Goal Seek**. Specify the desired value for the given cell and which cell can be changed to reach the desired result. Click **OK**.

Advanced Formulas

Nested Functions: A nested function is when one function is tucked inside another function as one of its arguments, like this:

=IF(D2>AVERAGE(B2:B10),1,0)
Initial Nested Function
Function

IF: Performs a logical test to return one value for a true result, and another for a false result.

=IF(B2>69, "True", "False")

logical_test that can be evaluated as true or false
value_if_true value to return when the test is true
value_if_false value to return when the test is false

AND, OR, NOT: Often used with IF to support multiple conditions.

- AND** requires multiple conditions.
- OR** accepts several different conditions.
- NOT** returns the opposite of the condition.

=OR(B5="MN", B5="WI")

logical1 the first condition to evaluate
logical2 the second condition to evaluate

SUMIF and AVERAGEIF: Calculates cells that meet a condition.

- SUMIF** finds the total.
- AVERAGEIF** finds the average.

=SUMIF(C6:C10, "MN", D6:D10)

range of cells you want to apply criteria against
criteria used to determine what cells to sum or average
calc_range to calculate, if different than the range

Advanced Formulas

VLOOKUP: Looks for and retrieves data from a specific column in a table.

| | A | B | C | D | E |
|---|----------|----------|--------|-------------|--------|
| 1 | | | | Agent Sales | |
| 2 | | | | 5 | 7367 |
| 3 | | | | | |
| 4 | Agent ID | First | Last | Packages | Sales |
| 5 | 1 | Joel | Nelson | 6 | 6,602 |
| 6 | 2 | Louis | Hay | 7 | 8,246 |
| 7 | 3 | Anton | Baril | 11 | 13,683 |
| 8 | 4 | Caroline | Jolie | 12 | 14,108 |
| 9 | 5 | Daniel | Ruiz | 6 | 7,367 |

=VLOOKUP(D2, A4:E10, 5)

value to look for in the first column of the table
table from which to retrieve a value
col_index the column number in the table from which to retrieve a value

HLOOKUP: Looks for and retrieves data from a specific row in a table.

=HLOOKUP(B5, B2:I3, 3)

value to look for in the first row of the table
table from which to retrieve a value
row_index the row number in the table from which to retrieve a value

UPPER, LOWER, and PROPER: Changes how text is capitalized.

UPPER Case | **lower** case | **Proper** Case

=UPPER(B4)

text to change case or capitalization

LEFT and RIGHT: Extracts a given number of characters from the left or right.

=LEFT(B5, 3)

text from which to extract characters
num_chars to extract from the left or right side of the text

MID: Extracts a given number of characters from the middle of text; the example below would return "day".

=MID("Sunday", 4, 3)

text from which to extract characters
start_num location of the first character to extract
num_chars the number of characters to extract

MATCH: Locates the position of a lookup value in a row or column.

=MATCH("Dog", B2:B10)

lookup_value to match in the lookup_array
lookup_array range of cells

INDEX: Returns a value or the reference to a value from within a range.

=INDEX(A1:B5, 2, 2)

array a range of cells
row_num the row position
col_num the column position (optional)

CustomGuide

Get More Free Quick References!

Visit ref.customguide.com to download.



Microsoft

[Access](#)
[Excel](#)
[Office 365](#)
[OneNote](#)
[Outlook](#)
[PowerPoint](#)
[Teams](#)
[Word](#)

Google

[Gmail](#)
[Google Classroom](#)
[Google Docs](#)
[Google Drive](#)
[Google Meet](#)
[Google Sheets](#)
[Google Slides](#)
[Google Workspace](#)

OS

[macOS](#)
[Windows 10](#)

Productivity

[Computer Basics](#)
[Salesforce](#)
[Zoom](#)

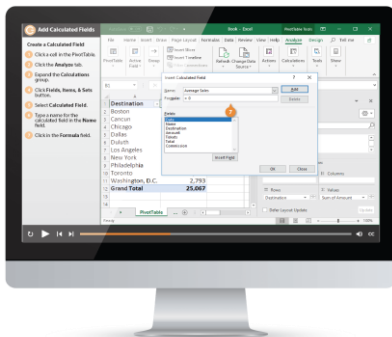
Soft Skills

[Business Writing](#)
[Email Etiquette](#)
[Manage Meetings](#)
[Presentations](#)
[Security Basics](#)
[SMART Goals](#)

+ more, including [Spanish versions](#)

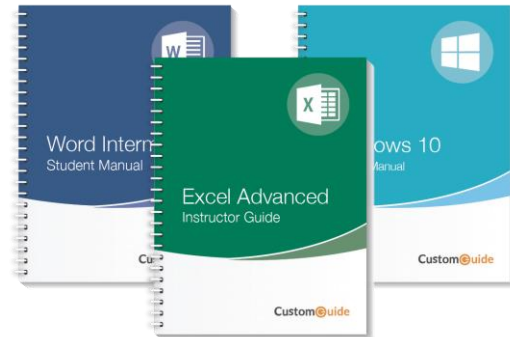
Loved by Learners, Trusted by Trainers

Please consider our other training products!



Interactive eLearning

Get hands-on training with bite-sized tutorials that recreate the experience of using actual software. SCORM-compatible lessons.



Customizable Courseware

Why write training materials when we've done it for you? Training manuals with unlimited printing rights!

Over 3,000 Organizations Rely on CustomGuide



“*The toughest part [in training] is creating the material, which CustomGuide has done for us. Employees have found the courses easy to follow and, most importantly, they were able to use what they learned immediately.*”

Contact Us!

sales@customguide.com

612.871.5004