

Herausgeber

BerCom Training GmbH
Stationsstrasse 26
8713 Uerikon

Kontakte:

079 633 65 75
www.computer-training.ch

Autoren:

Gabriela Bergantini

1. Auflage von September 2013

© by BerCom Training GmbH

Microsoft Excel 2010

Advanced Functions

Alle Rechte vorbehalten. Kein Teil des Werkes darf ohne ausdrückliche Genehmigung des Herausgebers in irgendeiner Form (Druck, Fotokopie, Mikrofilm oder einem anderen Verfahren) reproduziert oder unter Verwendung elektronischer Systeme vervielfältigt, verändert oder verarbeitet werden.

Verlag, Herausgeber und Autoren können für fehlerhafte Angaben und deren Folgen weder eine juristische noch irgendeine Haftung übernehmen

Herstellung on demand im Digitaldruck durch:

HERDT-Verlag für Bildungsmedien GmbH, 55294 Bodenheim
(<http://www.herdt.com>) Alle Inhalte dieses Werkes liegen in der ausschließlichen Verantwortung des/der Autoren bzw. des Herausgebers.

1	TIPS AND TRICKS	1
1.1	Customize the Quick Access Toolbar	1
1.2	Forms and Functions	3
1.3	The Sum Function.....	5
1.4	Data types	7
1.5	Additional functions in the Sum-Icon, Max and Average	7
1.6	Copy a Function.....	8
1.7	Function Wizard	9
1.7.1	Function MROUND.....	9
1.8	Function Count.....	11
1.9	Relative and absolute Cell references.....	12
1.9.1	Help with errors	13
1.9.2	Percent format	15
2	WORKING WITH LARGE SPREADSHEETS.....	16
2.1	Format as Table.....	16
2.2	Add a Column	17
2.3	Move a Column	17
2.4	Freeze panes	18
2.5	Split the Window.....	18
2.5.1	Undo Splitting.....	19
2.6	Print Titles	20
2.7	Print Area	21
2.7.1	Set Print Area	21
2.7.2	Clear Print Area	21
2.8	Hide Columns	21
2.8.1	Unhide Columns	22
2.9	Page break.....	22
2.10	Highlight large areas	23
2.11	Sorting you data	23
2.11.1	To Sort several Columns.....	24
2.12	Filter your Data	25
2.12.1	Deactivate Filters	26
2.13	Organize your data with the Outline feature.....	26
2.14	Subtotals	28
2.14.1	Additional Functions	31
3	RANGE NAMES	32
4	PIVOT TABLES.....	33
4.1	Remove Duplicates.....	34
4.2	Summarize with PivotTable	35
4.3	Filter the Data	36
4.4	Format the Pivot Table.....	37
4.4.1	Assign a number format.....	37
4.5	Functions in a Pivot Table	38
4.6	Calculation of Subtotals	39
4.7	Calculation of Percentage	41
4.8	PivotCharts	42

4.9	Insert a Calculated Field	43
4.10	Edit a Calculated Field	45
4.11	Group your Data by date.....	46
4.12	Slicer (Slicertool)	47
4.12.1	Delete Slicer Window	48
4.12.2	PivotTable-Connections	49
4.13	Refresh your Data	50
5	CELL PROTECTION	51
6	DROPDOWN-FIELD FOR DATA ENTRY.....	53
7	VLOOKUP FUNCTION	55
7.1	Range lookup – exact match	58
8	INDEX UND MATCH.....	59
9	CONSOLIDATION	61
10	CONDITIONAL FORMATS.....	63
10.1	New Rules.....	63
10.2	Duplicate Values.....	64
10.3	Sort by color	65
10.4	Filter by Color	66
10.5	Data Bars	67
10.6	Using Formulas.....	69
11	ADVANCE CHARTS	71
11.1	Secondary Axis	71
12	HANDY SHORTCUTS	75

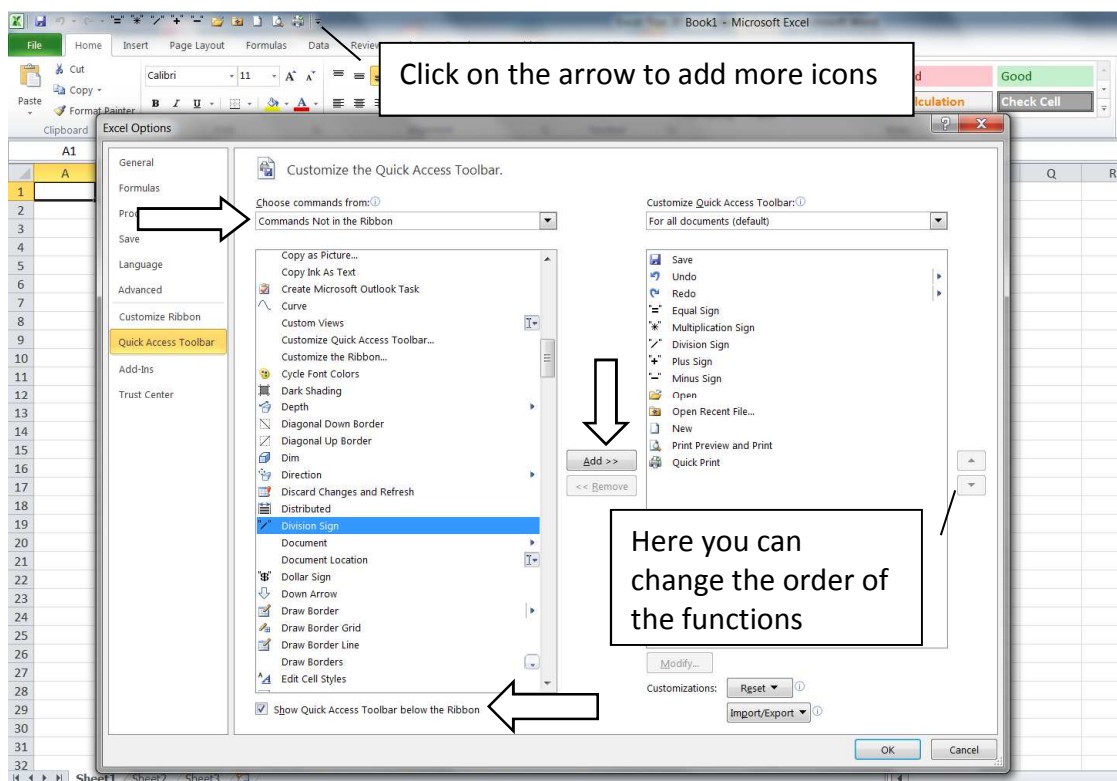
1 Tips and Tricks

In this first chapter you learn very useful Excel features. Without them it is not possible to work efficiently with the program.

1.1 Customize the Quick Access Toolbar

It is a very good idea to place icons you frequently use in the Quick Access Toolbar. I love to work with the mouse. Therefore, I place the icons to do calculations with in this place.

- Click on the **arrow** at the end of the Quick Access Toolbar and select **More commands**.
- Choose the category **Commands Not in the Ribbon**.
- Search the icons and add them to the Toolbar.



- To try out the new icons open the file **Weekend** from the training folder.

- Calculate the Net Total of Hotel 1 and 2.

	A	B	C
1	Weekend in Barcelona		
2			
3	Column1	Hotel 1	Hotel 2
4	Nights	3	3
5	Price per Night	150	165
6	Total		
7	Discount	10%	15%
8	Net Total		