Pivot Table & Formula

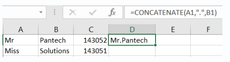
Definition

It is used to create instant summaries, reports and data analysis from your raw data

Formula

1. CONCATENATE

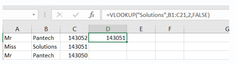
=CONCATENATE(1stCell,"delimiter", 2ndCell)



Combine the values of several cells into one

2. VLOOKUP

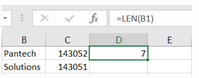
=VLOOKUP(LOOKUP_VALUE,TABLE_ARRAY, COL_INDEX_NUM, [RANGE_LOOKUP])



The formula allows you to look up data that is arranged in vertical columns

3. LEN

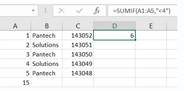
=LEN(SELECT CELL)



To get the number of characters in a given cell

4. SUMIF

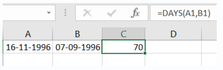
=SUMIF(RANGE,CRITERIA,[sum_range])



It adds up the values in cells which meet a selected number

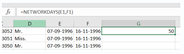
5. DAYS/NETWORKDAYS

=DAYS(SELECT CELL, SELECT CELL)



To determine the number of days between two calendar dates

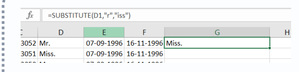
=NETWORKDAYS(SELECT CELL, SELECT CELL,[numberofholidays])



With Exception - Except Holiday

6. SUBSTITUTE

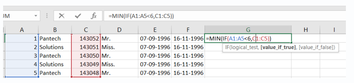
=SUBSTITUTE(A1,"p","s")



Replacing cells in bulks - Ex: Bulk Change in URL

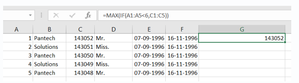
7. MINIF/MAXIF

=MIN(IF(RANGE1,CRITERIA1,RANGE2))



Minimum of a set of values, and match on criteria

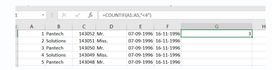
=MAX(IF(RANGE1,CRITERIA1,RANGE2))



Maximum of a set of values, and match on criteria

8. COUNTIFS

=COUNTIFS(RANGE,CRITERIA)

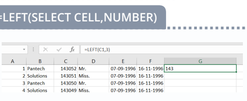


Counts the numbers how many times a value appears based on one criteria

9. LEFT/RIGHT

- Left

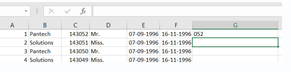
=LEFT(SELECT CELL,NUMBER)



will return the "x" number of characters from the beginning of the cell

- Right

=RIGHT(SELECT CELL,NUMBER)



will return the "x" number of characters from the end of the cell

Excersice

1. Creating Pivot Table
2. Format Pivot Table Values
3. Sorting Values in Pivot Table
4. Filters
   - Report Filters
   - Slicer
5. Pivot Table Layout
   - Design
   - Color & Style
6. Pivot Charts
7. Percentage
8. Conditional Formatting - Bar in Percentage

   Home > Conditional Formatting > Data Bars> Icon in plot > choose last