

Functions Used in this Series

1. Chapter 1

a. SalesTracking_Ch01.xlsx

- i. Return product description based on Item #:
`=VLOOKUP(I2,ProductsServices,6,FALSE)`
- ii. Return product price based on Item #:
`=VLOOKUP(I2,ProductsServices,7,FALSE)`
- iii. Return elegant/complete product description by concatenating looked up values and formatting the category as upper case:
`=CONCATENATE(VLOOKUP(I2,ProductsServices,3,FALSE)," ",
VLOOKUP(I2,ProductsServices,4,FALSE)," ",
VLOOKUP(I2,ProductsServices,5,FALSE),": ",
VLOOKUP(I2,ProductsServices,6,FALSE),"
(",UPPER(VLOOKUP(I2,ProductsServices,2,FALSE)),")")`

b. Referrals.xlsx

- i. Change names to proper case:
`=PROPER(A1)`
- ii. Extract first name by taking all characters to the left of the space:
`=LEFT(B1,FIND(" ",B1))`
- iii. Extract last name by temporarily substituting an asterisk for the space and finding the characters to that point from the right:
`=RIGHT(B1,LEN(B1)-FIND("*",SUBSTITUTE(B1," ","*")))`

2. Chapter 3 – Pivot Tables

a. SalesTracking_Ch03

- i. Calculate John's Commission – traditional
`=D9*0.025`
- ii. Calculate John's Commission – pivot table
`=GETPIVOTDATA("Total Paid",A3,"Region","East","Sales Rep","John","Description","Microsoft Office 2010: Home & Business (SOFTWARE)")*0.025`