

EXCEL PART 3:

TABLES, CONDITIONAL FORMATTING, AND MORE

FUNCTIONS

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In this class you will learn how to:

- Convert data into a table
- Use table features such as Sort & Filter
- Apply conditional formatting
- Insert the COUNT, COUNTIF, and COUNTIFS functions
- Freeze Panes
- Use the VLOOKUP function
- Apply array formulas





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- Click and drag the number of cells you will need in your table.
- Click Format As Table in the Home tab.
- Click a table style to select.
- Click **OK** in the dialog box.



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TO CREATE A TABLE USING EXISTING DATA

- Select all data and column headings.
- Click Home → Format as Table.
- Choose a table style.
- Click **OK** in the dialog box.





Turn from a table back to a normal cell range

Alternate shading between rows or columns





SORT AND FILTER

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- Click "Sort A to Z" for ascending order.
- Click "Sort Z to A" for descending order.





Click the pull-down arrow beside the column header.

All of the filtering commands are highlighted (though some are inactive because there is currently no filter in use).

Check or uncheck values and then click OK. Filtered rows have now been left out of the display.

The pull-down arrow beside the column header will show a funnel icon indicating that a filter is in use.

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CONDITIONAL FORMATTING

Select a range of data that you want to format with conditional formatting.

Click Home → Conditional Formatting.

Choose the type of condition you want to apply, then choose the formatting. The formatting will apply only to those cells in your cell range that meet the condition you set.

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The **COUNT function** counts the number of cells in a range that contain numbers.

You can find the COUNT function in **AutoSum** or **Statistical** in the Formulas tab. Then select the appropriate cell range.

Alternatively, you can type: =COUNT(value1,[value2])

<u>COUNT</u>









The **COUNTIF function** is a combination of a COUNT and an IF function. It counts the number of cells within a range that meet the given condition.

You can find COUNTIF under the Statistical category in the Function Library.

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The <u>COUNTIFS</u> function counts the number of cells specified by a given set of conditions or criteria. It's like the COUNTIF function, except that you can put in multiple criteria and ranges.

COUNTIFS







- Click in the row you want to freeze.
- Click View → Freeze
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	26	Charlie O'Reilly	Rebecca K.S. Ansari	2019	Walden Pond Press	HarperCollins	Jordan Brown	Tina Dubois	,	No
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FREEZE PANES



VLOOKUP

VLOOKUP looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify.

2. Select the **table array** by clicking and dragging the column headings.

		A	В	С	D	E	F	G	Н
	1		English	Math	History	Art	Music	Science	Foreign Language
	2	Arya Stark	93	77	61	68	77	66	82
	3	Brienne Tarth	89	68	86	65	83	68	73
	4	Cercei Lannister	80	72	68	74	74	64	87
	5	Daenerys Targaryen	100	70	71	86	68	81	65
	6	Davos Seaworth	81	82	68	75	63	76	62
	7	Ellaria Sand	80	77	63	99	98	69	88
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	14	Oberyn Martell	68	88	72	67	70	96	90
	15	Olenna Tyrell	98	77	97	81	92	61	71
	16	Petyr Baelish	74	80	89	93	99	88	99
	17	Samwell Tarly	95	63	97	97	88	76	70
	18	Sandor Clegane	80	73	72	93	84	83	78
	19	Tyrian Lannister	91	91	87	66	77	73	87
	20	Yara Greyjoy	64	63	79	96	74	83	70

3. Choose the column you want to pull data from

4. Indicate if you want an exact match or a best fit.



VLOOKUP

You can find the VLOOKUP function under Lookup & Reference in the Function Library.





ARRAY FORMULAS

<u>Array formulas</u> are formulas that operate on every cell in a selection rather than on a single cell.

To calculate an array formula, hit **Ctrl + Shift + Enter**. This will add brackets to your formula in the Formula Bar.

In this example, we can calculate the total value of our inventory with an array formula.

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	А	В	С	D	E	F
1	Stock No.	Quantity	Price			
2	1	548	2.99			
3	2	884	5.99			
4	3	97	29.99			
5	4	365	4.99			
6	5	153	9.99			
7						
8	total	=sum(B2:E	36*C2:C6			
9		SUM(nur	nber1, [num	ber2],)]	
10						



ADDITIONAL RESOURCES

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