

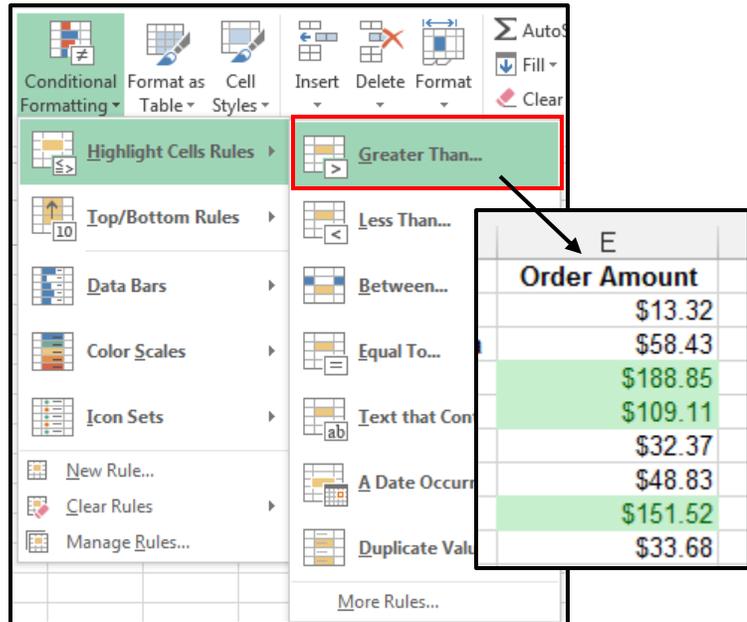
Microsoft Excel: Advanced Topics

CONDITIONAL FORMATTING

1. Select the cell(s) you want to format.
2. Click the **Home** tab > **Conditional Formatting** and *select the desired option*

TO CLEAR THE RULES

1. Select the cell(s)
2. Click the **Home** tab > **Conditional Formatting** > **Clear Rules** > **Clear Rules from Selected Cells**



	A	B	C	D	E	F
1	Our Budget					
2						
3		January	February	March	Total	% of Total
4	Gasoline	230	230	230	690	=E4/\$E\$12
5	Groceries	450	600	650	1,700	14%
6	Child Care	600	600	600	1,800	15%
7	Utilities	200	300	400	900	8%
8	Clothes	500	200	250	950	8%
9	Vacation	500	-	2,000	2,500	21%
10	Mortgage	1,000	1,000	1,000	3,000	26%
11	Entertainment	65	65	65	195	2%
12	Total	3,545	2,995	5,195	11,735	

ABSOLUTE REFERENCES

If you don't want references to change when you copy a formula to a different cell, use an *absolute reference*. To insert one, place a dollar sign (\$) before the parts of the reference that should not change.

Ex: =E4/\$E\$12

Tip: Press the F4 key while entering or editing a cell address to make it absolute.

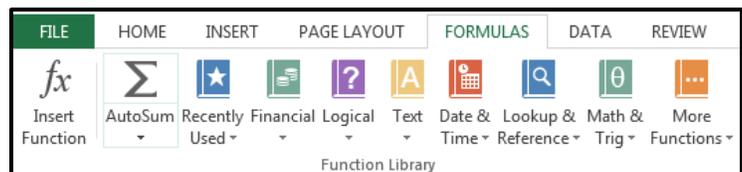
TO CREATE A FORMULA WITH A REFERENCE TO ANOTHER WORKBOOK/WORKSHEET

1. Type the formula in the appropriate cell.
2. Include the "source cell" by switching to the worksheet it is located on and clicking on the cell.
3. Press **Enter** (unless additional cell references are needed).

The reference will include the worksheet name: ='1st Quarter'!E4

WAYS TO ENTER A FUNCTION

1. Type it in the cell
2. Use the **Insert Function** [*fx*] button
3. Use the buttons in the **Function Library** under the **Formulas** tab

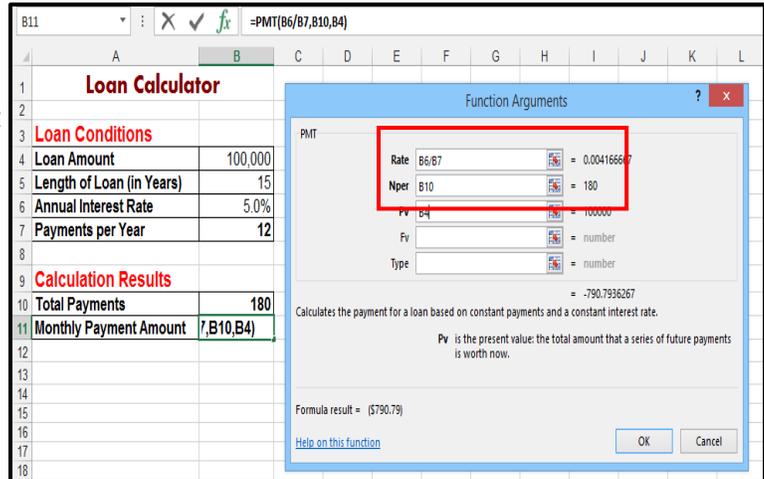


Every function has a specified structure. It set up like this: Function Name (arguments).

Example: PMT(rate,nper,pv,fv,type)

PAYMENT FUNCTION

1. Click the cell where you want the result
2. Click the **Formulas** tab > **Financial** button> PMT
3. In the **Function Argument** dialog box, enter the following:
 - Interest Rate per month (**Rate**)
 - Number of payments (**Nper**)
 - Loan amount (**Pv**)
4. Click the **OK** button



Note: To see the **Function Argument** dialog box after you have completed entering the function, click the cell containing the function followed by the fx button on the formula bar.

USING VLOOKUP TO FIND VALUES IN A TABLE

1. Create a lookup table containing the values you want to find. These values, called compare values, must be in the leftmost column. If you are looking up values in a range (see step 7), the Compare Values must be sorted in ascending order.
2. Click the cell in which you want the result to appear.
3. Click the **Formulas** tab > **Function Library** > **Lookup & Reference** > **VLOOKUP**
4. Click the **Lookup_value** box then click the cell that contains the value you want to find
5. Click the **Table_array** box and select the cell range of the lookup table. If you will be copying the formula later, press the F4 key to make the range reference an absolute address.
6. In the **Col_index_num** box, type the number of the lookup table column in which to find a corresponding value. Think of the columns as being numbered, left to right, starting with 1.
7. In the **Range_lookup** box, decide if you want to find the closest match or an exact match. For the closest match, leave the box empty; for an exact match, type **False**.
8. Click the **OK** button. The VLOOKUP function results will be in the second column.

