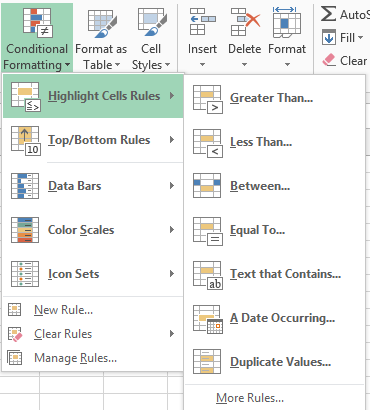
Microsoft Excel 2010: Advanced Topics



## **Conditional Formatting**

1. Select the cell(s) you want to format.
2. On the **Home** tab, click **Conditional Formatting**
3. Select the desired formatting rules

**To clear the rules**

1. Select the cell(s)
2. Click **Conditional Formatting**
3. Arrow down to **Clear Rules**
4. Click the appropriate clearing options



## **Absolute references**

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

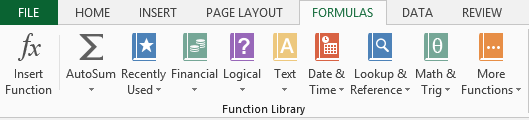
Ex: **=E4/$E$12**

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. Begin typing 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 the **Enter** key(unless additional cell references are needed).

The reference will include the worksheet name, for example: **='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’s set up like this: Function Name (arguments).

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



## **Payment function**

1. Select the appropriate cell
2. Click the **Formulas** Tab
3. Click the **Financial** button
4. Select **PMT** from the list
5. In the **Function Argument** box, enter the following:

* Interest Rate per period (**Rate**)
* Number of payments (**Nper**)
* Loan amount (**Pv**)

1. Click the **OK** button

Tip: 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. Select the appropriate cell
2. On the **Formulas** Tab, click **Lookup & Reference**
3. Select **VLOOKUP**
4. In the Function Argument box, enter the following:

* **Lookup\_value**: Type or click the cell with the value you want to find
* **Table\_array**: Type or click the cell range of the lookup table. This may include an absolute reference.
* **Col\_index\_num**: Type the number of the lookup table column containing the corresponding value. The columns are numbered, left to right, starting with 1.
* **Range\_lookup**: Determines if you want to find the closest match or an exact match. For the closest match, type **True**; for an exact match, type **False**.

1. Click the **OK** button. The VLOOKUP result will appear in the cell selected.



VLOOKUP requires creating or using a “lookup table” containing values you want to find. These values (compare values) must be in the leftmost column. If looking up values in a range (Range\_Lookup), compare values must be sorted in ascending order.