

Working with Data

Freeze Panes or Freeze Titles (View-Freeze Panes)

Keeps rows and/or columns visible when scrolling down or to the right. For example if you select cell C5, rows 1 to 4 and columns A & B will always be visible.

Filters (Data-Filters)

Before activating the filters, select any cell in a table.

Once filters are on (little arrow) simply click on a desired column arrow and filters as needed. In the filters pull down menu, you have the option of a simple filter or a filter with conditions.

Once you have filtered one column, you can filter a second column if needed.

=SUBTOTAL(9,F5:F10,000)

The subtotal formula will only sum or count the visible data. Works very good with the Filters.

The 9 gets subtotal to sum the range, a 3 will count non-blank cells.

Pivot Tables (Insert-Pivot Table)

You can select a new sheet and select pivot table in the Insert menu. You then need to identify the table including the titles that you wish to summarize. Once the pivot table is visible the field (titles) list menu will be available, simply drag the titles to the desired areas...

=SUMPRODUCT((Distance!\$A\$4:\$A\$15538=KPL!A4)*(Distance!\$F\$4:\$F\$15538))

First highlighted section is a condition, you can have more than one condition separated by * and in parentheses.

The last highlighted section is the data to add when the conditions are met, this is also separated by a *.

Absolute Values must be used if you copy the formula "\$A\$4"

The ranges have got to be the exact same, row 4 to 15538.

Ex:

=SUMPRODUCT((Condition>0)*(Condition<1000)*(Date Condition)*(Data column))