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## How to Get Help

Contact Computer Services with any questions or concerns. Assistance hours are Monday-Friday, 8:00 – 5:00.

We are happy to help!

Computer Services

Main Office (937) 766-7905

Tyler Digital Communication Building – Room 122

E-Mail Computer Help (computerhelp@cedarville.edu)
**What's Changed?**

**Total Rows and Columns Available Extended**
For anyone who uses Excel extensively, Microsoft has extended to total available number of columns and rows. Columns have been extended to 16,000, and rows have been extended to 1,048,576.

**Functions Redesigned for Better Accuracy**
The following chart contains a list of functions that have been either modified or redesigned for better accuracy. In addition, many functions will now accept a larger range of input values.

<table>
<thead>
<tr>
<th>Distribution Type</th>
<th>Functions</th>
<th>Distribution Type</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binomial distribution</td>
<td>BINOMDIST, CRITBINOM</td>
<td>Ceiling function</td>
<td>CEILING</td>
</tr>
<tr>
<td>Chi squared distribution</td>
<td>CHIDIST, CHIINV</td>
<td>Convert function</td>
<td>CONVERT</td>
</tr>
<tr>
<td>Exponential distribution</td>
<td>EXPONDIST</td>
<td>Error function</td>
<td>ERF</td>
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<tr>
<td>F distribution</td>
<td>FDIST, FINV</td>
<td>Complementary error function</td>
<td>ERFC</td>
</tr>
<tr>
<td>Gamma distribution</td>
<td>GAMMADIST, GAMMAINV</td>
<td>Floor function</td>
<td>FLOOR</td>
</tr>
<tr>
<td>Hypergeometric distribution</td>
<td>HYPGEOMDIST</td>
<td>Natural logarithm of the gamma function</td>
<td>GAMMALN</td>
</tr>
<tr>
<td>Lognormal distribution</td>
<td>LOGNORMDIST, LOGINV</td>
<td>Geometric mean</td>
<td>GEOMEAN</td>
</tr>
<tr>
<td>Negative Binomial distribution</td>
<td>NEGBINOMDIST</td>
<td>MOD function</td>
<td>MOD</td>
</tr>
<tr>
<td>Normal distribution</td>
<td>NORMDIST, NORMINV</td>
<td>Random number function</td>
<td>RAND</td>
</tr>
<tr>
<td>Standard Normal distribution</td>
<td>NORMSDIST, NORMSINV</td>
<td>Sample standard deviation</td>
<td>STDEVS</td>
</tr>
<tr>
<td>Poisson distribution</td>
<td>POISSON</td>
<td>Sample variation</td>
<td>VARS</td>
</tr>
<tr>
<td>Student's t distribution</td>
<td>TDIST, TINV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weibull distribution</td>
<td>WEIBULL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cumulative interest paid on a loan</td>
<td>CUMIPMT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cumulative principal paid on a loan</td>
<td>CUMPRINC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest payment for an investment</td>
<td>IPMT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal rate of return for a series of cash flows</td>
<td>IRR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment for a loan</td>
<td>PMT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment on principal for an investment</td>
<td>PPMT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hyperbolic arcsine</td>
<td>ASINH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Chart Enhancements**

**Pattern Fills**

Though pattern fills for charts were not available in Excel 2007, Excel 2010 has made them available once again. Select your chart > Go to the **Format** tab in the contextual **Chart Tools** tab > Select the bottom right drop-down arrow in the **Shape Styles** group (outlined in red to the right). Click the **Pattern Fill** radio button and choose from the list of patterns available.

**Extended Chart Limits**

In Excel 2010, the number of data points in a data series that your chart contains is limited only by the available memory on your hard drive so that you can more effectively visualize and analyze large sets of data.

**Improvements to Conditional Formatting**

**Data Bars**

In Excel 2007, Excel assigned the shortest data bar to the lowest value in your table, and the longest data bar to the highest value, oftentimes making the data seem more varied. In Excel 2010, data bars are now drawn proportionally according to their values and also show negative values in red.

To insert a data bar, click and drag to highlight your data > Select the [Conditional Formatting] drop-down button > Click [Data Bars] > Click the data bar option you would like to display. Excel 2010 has created a **Solid Fill** option for your data bars (pictured above).
Icon Sets

Customize Icon Set Arrangements
You now have the ability to mix and match icons from different sets. To mix and match icons:

1. Click and drag to highlight the data to which you would like to apply icons.
2. Select the [Conditional Formatting] drop-down button in the Home tab > Click New Rule.
3. In the New Formatting Rule dialogue box, change the Format Style: drop-down box to Icon Sets. Choose the Icon Style > Change the Icon options at the bottom left of the window according to the value.

Apply a single icon
You also have the option of applying a single icon to a single chart cell for “Highlighting,” or to provide emphasis. Follow the instructions above and choose the No Cell Icon option in the appropriate value to hide an icon in certain cells. The effect looks similar to the example on the right.

Cool New Features

Use Sparklines to Easily Reveal Trends
Would you like to see a trend in your data without opening a huge chart? Select the cell to the right of your data> Go to the Insert tab > Find the Sparklines group > Choose Line, Column, or Win/Loss. The sparkline creates a small trend graph in the cell you have selected.
Filter by Search
Filtering options are now unlimited by the new search capability.
To use the new search filter:

1. Click and drag to highlight the data you would like to filter.
2. Go to the Data tab > Select [Filter] in the Sort & Filter group.
3. Select the drop-down arrow next to the column of data you would like to filter > Type your search term in the Search option (outlined in red to the right).

Use Slicers for PivotTables, not Filters
A Data Slicer (often compared with report filters) acts as a visual and interactive control which allows you to filter your data. You can now insert Data Slicers into a pivot table instead of using filters to organize your data. The Data Slicer will open in a square pane above your data, and you can select a tile (or multiple tiles) to only display the data you need.
To insert a slicer:

1. Select your PivotTable and go to the Options tab within the PivotTable Tools contextual tab.
2. Click the [Insert Slicer] drop-down option > Select Insert Slicer.
3. An Insert Slicers dialogue box will open. Check the boxes next to the categories that you may want to filter by. Click [OK] when you are finished.
4. New panes will open for each of the boxes you selected. Position them next to your document and select an option within each pane to filter your data (example below).