

# Enhance Your Excel Skills: Vlookup and Pivot Tables

Learn the power of Excel's vlookup (vertical look up) and pivot tables to efficiently manage and analyze data. We'll walk you through real-life examples and then you will practice using a sample data set (or bring your own data set). We have tips for getting vlookup and pivot table to work on the first try!

[Note: bring your own laptop with Microsoft Office Excel for the practice session. We're PC users and may not be able to help Mac users.]

**WORKSHOP OUTCOMES.** You'll be able to:

- use vlookup to join data sets that contain a common element into a single data set so you can analyze the data
- use vlookup to dynamically link multiple data sets
- use a pivot table to quickly calculate descriptive statistics (e.g., frequencies, average, sum, etc.) for multiple categories of data
- use a pivot table to analyze data by filtering for selected characteristics/categories

**FORMAT.** Presentation + Practice + Q&A and attendees' sharing their Excel tips & tricks

**LEVEL.** Attendees should be familiar with Excel basics

**BYOL.** Bring your own laptop with Excel

**COST.** No cost to members of the Hawai'i-Pacific Evaluation Association (H-PEA) and Pacific Association for Institutional Research (PacAIR). Members may bring one guest at no charge.

Non-members can join H-PEA on site: \$30 membership fee (\$15 full-time student). Cash or check.

**New Date Added**  
March 23, 2012  
3:00-4:30 PM  
Kaiona  
Conference Room

**DATE & TIME:**  
Thursday, March 22, 2012  
3:00pm-4:30pm

**LOCATION:**  
Kaiona Conference Room,  
Kamehameha Schools Building,  
567 S. King St.

**RESERVATIONS REQUIRED** (seats limited)  
RSVP to [info@h-pea.org](mailto:info@h-pea.org)

**FACILITATORS.** Monica Stitt-Bergh and Nalani Balutski regularly use Excel to manage and analyze evaluation data. They're self-taught Excel users and believe in sharing knowledge.

Monica Stitt-Bergh is an assistant specialist at the Assessment Office, University of Hawai'i at Mānoa. She serves as a consultant for and offers workshops on program-level assessment of student learning and program evaluation. Her classroom experience includes teaching courses on written communication and social science research methodology. She has published articles and book chapters on writing program evaluation, self assessment, and writing-across the curriculum.

Nalani Balutski is the Research & Evaluation Coordinator for Kōkua a Puni Native Hawaiian Student Services with the Hawai'i inuiākea School of Hawaiian Knowledge, University of Hawai'i at Mānoa. Her research involves Native Hawaiian students within the UH system and she has designed and conducted internal evaluation activities for Title III programs.

For more information on H-PEA and PacAIR, please visit our websites:

<http://www.h-pea.org/>  
<http://www.pacairweb.org/>

