

Excel Functions – 1 day



Course Objectives

Learn to use the advanced Functions of Excel to their full extent. By the end of this course, students will be able to work with Logical, Lookup, Maths, Statistical, Financial, Date & Time and Text functions.

Prerequisites

It is recommended that students have Advanced experience with the use and features of Microsoft Excel including the ability to:

- Create formulae and basic functions
- Use Absolute Cell references
- Edit data using formatting and layout techniques including Charting
- Work with database tools, including database filtering and functions

We recommend that you attend or check that you are familiar with all the topics in the Essentials, Intermediate and Advanced Excel course before attending this course.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exams

Following the Excel Essentials and Excel Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Excel Core**.

Following the Advanced Excel course and with practise you will be able to take the **Excel Expert** exam.

Logical Functions

- Logical Function Concepts
- Displaying Information Using IF
- Displaying Values Using IF
- Nesting an IF Function
- Using the AND Function
- Using the OR Function
- Using the NOT Function

Lookup Functions

- Requirements of Lookup Functions
- The CHOOSE Function
- The ISERROR Function
- The VLOOKUP Function
- Testing Lookup Functions
- Using VLOOKUP For Exact Matches
- The INDEX Function
- Using the HLOOKUP Function

Maths Functions

- Maths Functions Listing
- Calculating Square Root
- Calculating Absolute Value
- Rounding Values
- Rounding Up Values
- Using the FLOOR Function
- Truncating Values
- Using the SUMIF Function

Statistical Functions

- Statistical Functions Listing
- Status Bar Statistics
- Basic Statistical Functions
- Counting Cells
- Using MODE & MEDIAN
- Calculating Standard Deviation
- Conditional Counting

Financial Functions

- Financial Functions Listing
- Calculating Regular Payments With PMT
- Calculating Future Values With FV
- Calculating Net Present Value With NPV
- Calculating Present Value With PV
- Calculating the Interest Rate with RATE

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Date & Time Functions

- Date & Time Functions Listing
- Using The NOW Function
- The HOUR & MINUTE Functions
- Using The TODAY Function
- Calculating a Future Date
- Creating a Four Digit Year Format
- Using The DATE Function
- The Calendaring Functions
- The WEEKDAY Function

Text Functions

- Using the PROPER Function
- Using the UPPER Function
- Using the LOWER Function
- Using the CONCATENATE Function

Nesting Functions Workshop

- Scoping a Formula
- Developing a Nested Function
- Creating a Nested Function
- Editing a Formula with Nested Functions
- Copying a Formula with Nested Functions
- Concatenation

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