



## Excel 2013-2016 Functions & Formulas

ISI-1482    1 Day                    Instructor-led, Hands on

### Course Information

In this one day, instructor-led course you will learn advanced excel formulas and functions to bring your spreadsheets to the next level. Learn how to develop more complex formulas and learn the power of arrays. Learn formulas to help you automate your spreadsheets to simplify them for others to use, as well as yourself.

Audience: Individuals interested in gaining solid understanding of advanced excel formulas and functions that can help their more advanced projects.

### At Course Completion

Upon successful completion of this course, students will understand:

- Logical & Information Function
- Text and Additional Functions
- Lookups
- Dynamic Drop-Down Lists
- Filtered Columns

### Prerequisites

An understanding of Excel Intermediate and Advanced topics including basic formulas, IF Statements and basic Lookup formulas. This is an intense 1 day course just learning about functions and formulas.

### Course Outline

#### Module 1: Logical & Information Functions

- Ensuring Dates Don't Fall on Weekends By Nesting IF Statements Subtracting Dates
- Complex If Functions
- Nested IF Function

#### Module 2: Text Functions

- Find Function
- Length Function
- Concatenate
- Search, Length and Hyperlinks
  - Search function
  - Combining Search and Left Functions
  - Combining Length, Search and Right Functions

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



- Concatenate Function
- Hyperlink Function

### **Module 3: Additional Functions**

- Is and Blank Functions
  - COUNTBLANK Functions
  - ISTEXT Functions
  - ISODD Functions
  - ISBLANK Functions
  - Combining ISBLANK and IF Functions
  - Testing the Formula
- Array Functions
  - TRANSPOSE Functions
  - SUM and IF Combined Functions
- Formatting Functions
  - Conditional Formatting Formulas

### **Module 4: Lookups**

- Lookup Functions
  - VLOOKUP
  - HLOOKUP

### **Module 5. Dynamic Drop-Down Lists**

- When To Use
- Vlookup Drop-Down Lists
  - Viewing Dynamic Drop-Down Functionality
  - Initial List Setup/Special Characters
  - IF and VLOOKUP Combination Functions
  - Using IF and Concatenate to Build List Options
  - Creating List Options
  - INDIRECT/VLOOKUP Combination Function
  - Adding New Data to a Named Group
- Offset Drop-Down Lists
  - Initial List Setup – Naming Groups
  - Initial List Setup – Adding Data Validation
  - Offset, Indirect and CountA Functions

### **Module 6. Filtered Columns**

- Creating Filtered Columns
  - Filtered Column Buildup
  - ISTEXT Function
  - ROW Function
- Combining the Different Functions
  - ISTEXT and ROW Nested with an IF Function
  - SMALL Function

**Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>**



- Adding the Index and Iferror Functions
  - INDEX Function
  - IFERROR Function
- Incorporating the Array
  - ARRAY Formula
  - Important Factors
- Using Results In Validation Lists
  - Normal Validation List
  - Removing Blanks in the Dropdown List
- Removing Blanks from the End Of A Drop-Down List
  - ROW, COUNTBLANK and OFFSET