



# Excel 2013-2016 Functions & Formulas

ISI-1482C    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:

- Learn how to develop more complex Excel formulas
- Learn the power of arrays
- Learn formulas to automate your spreadsheets
- Text and Additional Functions
- Lookups
- When to use Dynamic Drop-Down Lists
- Creating filtered Columns
- Combine the different functions
- Add the Index and Iferror functions

## 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: Math Functions

- Setting up conditional formatting
- Cumulative totals
- Rounding

### Module 2: Date Functions

- Creating a weekday due date
- Date differences
- Workdays

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### **Module 3: Logical Functions**

- Performing multiple logical tests
- Using a logical test with multiple criteria

### **Module 4: Lookup and Reference Functions**

- Looking up values in data
- Transposing data
- Dynamic dropdowns
- Index and match function to search data
- Creating a fiscal quarter for a pivot table

### **Module 5: Statistical Functions**

- Different count () functions
- Determine specific values

### **Module 6: Text Functions**

- Combining data and creating email addresses
- Building a text chart/histogram
- Trimming excess data from a cell
- Writing sentences using data and formatting formulas
- Using flash fill