

Excel Functions & Formulas

ISI-1533 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.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

Upon successful completion of this course, students will understand:

- Learn how to develop more complex Excel formulas
- 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

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

Module 3: Logical Functions

- Performing multiple logical tests
- Using a logical test with multiple criteria
- Using the switch function

Module 4: Lookup and Reference Functions

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

Module 5: Statistical Functions

- Different count functions
- Determine specific values
- Finding largest/smallest with criteria

Module 6: Text Functions

- Combining data and creating email addresses
- Combining text series with textjoin
- Trimming excess data from a cell
- Writing sentences using data and formatting formulas