

FORMULAS AND FUNCTIONS IN MICROSOFT EXCEL

The course focuses on practical examples that will help users easily transit to using these formulas and functions in real-world scenarios. Participants will be shown some of the most challenging formulas and functions in Excel and how to put them to their best use.

Course Details



Duration

2 Days



Target Group

- All level



Pre-Requisite

- Familiar with computers and Windows environment



Certification

- Certificate of Completion

Course Objectives

After completing this course, participants are expected to be able to:

- Learn how to mix and match functions
- Learn how to solve real-life problems using functions
- Learn how to automate your work using functions
- Learn how to analyze problems and derive solutions
- Strengthen your Excel skills with formulas and functions
- Increase productivity by automating your work



Course Outline

Module 1: Making Data Work For You

- Formula basics
- Using cell references
- Copy formula without changing cell reference
- Transpose formula
- Using nested functions

Module 2: Statistical and Logical Functions

- Perform calculation using CountIF
- Perform calculation using SumIF
- Perform calculation using AverageA
- Using IF function to prevent division by zero
- Using IsError function to avoid error display
- Creating multiple conditions using nested IF
- Using logical function OR, And

Module 3: Lookup and Reference Formulas

- Use Vlookup to find specific data
- Use Hlookup to find values in rows
- Use Match and Index to retrieve data

Module 4: Text Formulas

- Changing case of text
- Append text and numerical value
- Convert imported text format into numbers
- Break imported date field into individual columns

Module 5: Date and Time Formulas

- Perform addition to Date fields
- Calculate difference between two Dates
- Perform calculations with Time fields

Module 6: Array and Database Functions

- Using Array Formulas
- Calculate the difference between Maximum and Minimum values
- Using Frequency function to Count responses
- Using Database functions DSum and DCount

Module 7: Efficiency Tips

- Shortening worksheets names
- Protecting cells containing formulas
- Using Data Validation
- Displaying Formula syntax
- Using Auditing Tools for errors checking
- Tracing precedent and dependent
- Adding comments to worksheet