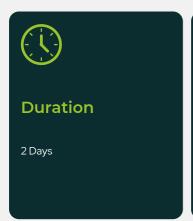


FORMULAS AND FUNCTIONS IN MICROSOFT EXCEL

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









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



