

Excel

Advanced Formulas and Functions

Duration: 1 Day

Description

This Excel workshop explores a variety of the Excel functions providing participants with the opportunity to see where and how they can be applied.

Prerequisites

Excel Data Manipulation or Excel Advanced
Confidence and experience in creating Excel formulae

Who Should Take This Course?

Anyone who is currently creating formulae in Excel spreadsheets and wants to broaden their knowledge of the vast number of Excel functions available.

Objectives

- ✓ Formulae and Functions Guidelines
- ✓ Use range names in formulae
- ✓ Calculation options
- ✓ Array Formulae
- ✓ File-Link Formulae
- ✓ Sum and Count Formulae
- ✓ Conditional Formulae
- ✓ Lookup functions
- ✓ Text Manipulation Formulae
- ✓ Rounding and Information functions
- ✓ Working with Dates and Time

Course Outline

Guidelines for Formulae and Functions

- Order of precedence
- Common formula problems
- Showing and hiding formulae
- Creating maintainable formulae

Using Range Names

- Creating a range name
- Using range names in formulae
- Locating named ranges

Understanding Calculation Options

- Manual vs Automatic calculation
- Precision as Displayed

Array Formulae

- Creating array formulae
- Positives and pitfalls of array formulae

File-Link Formulae

- Creating file-link formulae
- Using the Edit Links option
- Problems using file-link formulae

Using SUM and COUNT functions

- Using SUMIF, SUMIFS, SUMPRODUCT
- SUM vs SUBTOTAL
- Using COUNT, COUNTA, COUNTBLANK
- Using COUNTIF, COUNTIFS

Conditional Formulae

- Using the IF function
- Create nested IF formulae
- Using AVERAGEIFS
- Use Conditional Formatting

Lookup functions

- Using the VLOOKUP function
- Using INDEX, OFFSET and MATCH

Manipulating Text

- Using LEN, LEFT, RIGHT and MID
- Using VALUE and TEXT
- Using LOWER, PROPER and UPPER
- Using FIND and SEARCH
- Using REPLACE and SUBSTITUTE

Rounding Numbers

- Using ROUND, ROUNDUP, ROUNDDOWN

Using the Information Functions

- Using ISBLANK, ISTEXT, ISNUMBER, ISNA
- ISERR vs ISERROR

Working with Dates

- Using date functions
- Calculating with dates and times
- Creating date series
- Identifying workdays