Excel Formula and Function Basics

Bay Software Consultancy Ltd

Duration: ½ Day

Description

This half day course provides participants with the knowledge to be able to create formulas in Excel, understand the difference between relative and absolute cell references and use the AutoSum button. Participants will also learn how to use the SUM, COUNT and AVERAGE functions, rounding functions, some date functions and the IF and VLOOKUP functions.

Prerequisites

Excel Introduction

Who Should Take This Course?

Anyone who is currently or is expecting to be creating formulas in Excel worksheets and wants to have a good understanding of how to create formulas and how to use the numerical Excel functions.

Objectives

- ✓ Create formulas
- ✓ Understand relative and absolute referencing
- ✓ Understand formula rules
- ✓ Use Excel functions
- ✓ Use the SUBTOTAL function
- ✓ Understand worksheet rounding functions

- ✓ Use dates in calculations
- ✓ Use date functions
- ✓ Use the conditional functions
- ✓ Use the multiple criteria functions
- ✓ Use the IF function
- ✓ Use the VLOOKUP function

Course Outline

Writing Formulas in Excel
Writing and re-using formulas
Using multiple cell references
Relative and absolute cell references
Creating linked formulas

Working with Formulas
Order of precedence
Showing, hiding and evaluating formulas

Exploring Excel Functions
What are functions?
Using the AUTOSUM button to SUM, COUNT and AVERAGE
Using functions in a worksheet
Using the SUBTOTAL function

Basic Worksheet Rounding
Rounding using formatting
Using the rounding functions ROUND, ROUNDUP, ROUNDDOWN
Rounding to a multiple of a number using MROUND, CEILING and FLOOR
Removing the decimal part of a number using INT and TRUNC

Working with Dates
Calculating with dates
Displaying the current date and time using TODAY and NOW
Creating a list of dates
Calculating the month end date using EOMONTH

Conditional Functions
Using SUMIF, AVERAGEIF and COUNTIF
Using the multiple criteria functions SUMIFS, AVERAGEIFS and COUNTIFS

Logical Functions
Using the IF function
Create nested IF formulas
Using IFERROR

Using the VLOOKUP function
Using the VLOOKUP function
Finding the closest match
Finding an exact match