

Excel: Formulas and Functions Part 1



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This course is designed for the Excel user that has some experience but is not comfortable enough with formulas and functions and would like to explore more of the functions that the package has to offer. If you have a good working experience of Excel but wish to get a better hold on formulas and functions, this course is meant for you.

Pre requisites: Training or equivalent experience working with basic Excel features

Formula and Function Tips and Shortcuts

- Understanding functions' structure
- Copying column formulas instantly
- Converting formulas to values with a simple drag
- 3D formulas to gather data from multiple sheets
- Updating values without formulas
- Displaying and highlighting formulas
- Simplifying debugging formulas
- Enhancing readability with range names
- Tabulating blank cells

Text functions

- Extracting Data With LEFT, RIGHT and MID
- Locating Data With FIND, SEARCH, EXACT
- Use Trim And Clean To Remove Unwanted Gaps
- Combine Text Data From Different Cells
- Changing The Case Of Text Using PROPER, UPPER, and LOWER
- Replace And Substitute In Action

IF and Lookup Functions

- IF logical tests and using operators
- Nested IF statements
- Using database functions
- Tabulating information on a single criterion - COUNTIF, SUMIF, and AVERAGEIF
- Tabulating information on multiple criteria - COUNTIFS, SUMIFS, and AVERAGEIFS
- Looking up information - VLOOKUP and HLOOKUP
- Finding approximate or exact matches - VLOOKUP

Date Functions

- Excel date/time capabilities in formulas
- Identifying the day of the week - WEEKDAY
- Counting working days - NETWORKDAYS
- Determining a completion date - WORKDAY
- Tabulating date/time differences - DATEDIF