



Excel – Formulas and Functions Advanced

Description

This Excel course will provide participants with the knowledge and skills to perform complex calculations in their Excel spreadsheets, and teach them a variety of different functions.

Course Content

Module 1: Setting up complex calculations

- Create a multi-sheet formula
- Create a multi-file formula
- Check and edit cells containing links

Module 2: Range names

- Create a cell range name
- Creating range names automatically
- Managing range names
- Use all the options of the name manager

Module 3: Functions

- Nesting functions
- Make your functions more readable
- Evaluate all or part of your function
- Function library :
 - Search (VLOOKUP, HLOOKUP, XLOOKUP, INDEX, MATCH, INDIRECT)
 - Logic (IFS, AND, OR, ...)
 - Date (NETWORKDAYS, WORKDAY, DATEDIF)
 - Information (ISNA, ISNUMBER, ISBLANK)
 - Math and trig (SUBTOTAL, CEILING, FLOOR, EVEN, ODD)
 - Statistics (SUMIFS, AVERAGEIFS, MAXIFS, MINIFS)
 - Text (REPLACE, SEARCH, LEN)
- Use the Function Wizard and Microsoft Help to find the right function
- Worksheet calculation options

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- End-users who want to go further in the calculations on their worksheets, or who need to solve complex problems

Prerequisites

- Basic knowledge of Excel and ability to use common formulas and functions

Objectives

- Perform multi-sheet and multi-file calculations
- Manage range names
- Use a variety of functions

Niveau

Avancé

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOE-22