



## 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