Excel – Formulas and Functions

Description

Get to Grips with Excel Formulas and functions

This half-day **Excel Formulas and Functions** course will provide participants with the knowledge and skills needed to perform calculations in their Excel spreadsheets and teach them the most common functions.

Committed to the quality of our training, ITTA offers an online assessment before and after your course so you can evaluate your skill improvement.

We guide you through your learning journey

This half-day training will help you acquire the necessary skills in using Formulas and Functions in Excel.

Course Content
Module 01: Formulas

- The formula bar
- Inserting a formula
- Cell references (absolute and relative)
- Precedence of operators
- Comparison operators
- Naming cells

Module 02: Functions

- Inserting a function
- Function library :
    - Common (SUM, AVERAGE, MAX, MIN)
    - Logical (IF, AND, OR, ...)
    - Date (TODAY, DAY, MONTH, WEEKDAY)
    - Math & Trig (SUM.IF, ROUND, ...)
    - Statistics (COUNT, COUNTIF, ...)
    - Text (UPPERCASE, LEFT, CONCAT, SEARCH, ...)
- Introduction to nested functions

Module 03 : Troubleshooting functions and formulas

- Understanding a function already present in a cell
- Checking for errors
- Evaluation of formulas
- Finding precedents and dependents

Lab / Exercises

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

Documentation

- Digital course material included

Participant profiles

- End users who need to perform calculations in their worksheets

Prerequisites

- Basic knowledge of Excel

Objectives

- Insert a formula
- Use a variety of functions
- Understand and troubleshoot their functions and formulas

Description
Excel Formulas and Functions Training
Niveau
Intermédiaire
Classroom Registration Price (CHF)
400
Virtual Classroom Registration Price (CHF)
375
Duration (in Days)
0.5
Reference
MOE-12