Excel – Formulas and Functions

Description

This Excel course will provide participants with the knowledge and skills to perform calculations in their Excel spreadsheets, and teach them the most common functions.

Classroom Registration Price (CHF)
400
Virtual Classroom Registration Price (CHF)
375
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

Niveau
Intermédiaire
Duration (in Days)
0.5
Reference
MOE-12