



Microsoft Excel 2007/2010 Formulas and Functions

Two-Day Course

Windows and Macintosh

Course Overview:

Now that you have been working with the advanced features in Microsoft Excel, you are ready to take your skills to the next level. Please note that you should know how to use the commands shown in the Excel Intermediate and Advanced course before attending this course. This course will focus especially on Excel formulas and functions and how to create an efficient and well-designed spreadsheet.

Course Content:

Create a Well Designed Spreadsheet

- Create efficient formulas using formula operators, order of precedence, relative, absolute and mixed cell references.
- Use range name in formulas.
- Combine the Conditional Formatting command with the ISBLANK AND ISERROR functions.

Logical Functions

- Nesting or combining the AND and OR function in the IF function.

Text Functions

- Converting the case of text from lowercase to uppercase or proper case, joining several strings of text from two or more cells and extracting data from a cell and using the Text to Columns command to separate data into multiple columns

Date and Time Functions

- Subtract dates using the DATEDIF function and calculate the difference between two times. Also learn how to use the YEAR, MONTH and DAY functions and quickly generate many different date series.

Statistical Functions

- Learn when to use the AVERAGEA and COUNTA function.
- Use the new COUNTIFS functions.

Lookup and Reference Functions

- Learn when to use the VLOOKUP, HLOOKUP, CHOOSE, LOOKUP, MATCH and OFFSET function to look up the data.

Database Functions

Use the database functions to extract information from your database without rearranging the data. For example use, DSUM, DAVERAGE, DCOUNT, DMAX and DMIN.

Mathematical & Trigonometric Functions

- Learn when to use the ROUND, ROUNDUP, ROUNDDOWN, CEILING or FLOOR function.
- Use the new SUMIFS function.
- **Financial Functions**
- Use the PMT function to calculate repayment of a loan

Data Tables

- Learn how to use data tables to test different input values without having to retype or copy the formula for each value.

Data Validation

- Restrict the data that may be entered into a cell by combining the Data Validation command with formulas.

Pivot Tables

- Add your own calculated fields to the pivot table and use a dynamic range and that will expand or collapse as required with a pivot table.

Array Functions and What If Analysis (time permitting)

- Use array functions to ensure consistency in your formulas, For example, use the SUMPRODUCT function in an array.
- Learn how to use the Goal Seek and Scenario command.