

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. This course will focus especially on Excel formulas and functions and how to create an efficient and well-designed spreadsheet.

Note: Knowledge and experience using Microsoft Excel at the Intermediate/Advanced level is a prerequisite for this course.

Course Content:

Creating a Well-Designed Spreadsheet

- Creating efficient formulas using formula operators, order of precedence, relative, absolute and mixed cell references.
- Using range name in formulas.
- Combining 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 using CONCATENATE OR TEXTJOIN functions and extracting data from a cell using the LEFT, MID OR RIGHT function. Also, using the Text to Columns command to separate data into multiple columns.
- Using the Flash Fill feature eliminate repetitive tasks.

Date and Time Functions

- Subtracting dates using the DAYS or 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

- Learning when to use the AVERAGEA and COUNTA function.
- Using the new COUNTIFS function.

Lookup and Reference Functions

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

Math & Trig Functions

- Learn when to use the ROUND, ROUNDUP, ROUNDDOWN, CEILING or FLOOR function.
- Using the SUMIF and SUMIFS function based on one or more criteria.

Financial Functions

- Using the PMT function to calculate the payment of a loan.

Data Validation

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

Pivot Tables

- Formatting your data as an Excel Table so that your data expand or collapse as required with a pivot table.
- Adding your own calculated fields to the pivot table and use a dynamic range.
- Using the Recommended Pivot Table command to quickly create a meaningful Pivot Table.
- Creating the new Timeline for your Pivot Table.

Quick Analysis Tool

- Using the new Quick Analysis tool to do everything simpler: Formatting, Formulas, charts and more.