



Intermediate Functions Microsoft Excel 2016/19

One-Day Course

Windows

Course Overview:

This course is a continuation from the Excel Introduction course. This course will increase your productivity and show you how to use many advanced functions in Excel 2016/19.

Course Content:

Create a Well Designed Worksheet

- Set up an efficient worksheet in Excel.
- Apply the new themes and styles to help you create a unified design within your workbook.
- Create an absolute cell reference.
- Use range names to quickly go to a range or use the range name in a formula.
- Identify trends in your data using the improved conditional formatting features.
- Insert cell comments to make your work easier to review.

Advanced Functions

- Review the SUM, AVERAGE, MAX, MIN and COUNT functions.
- Learn how to use the IF, COUNTIF, SUMIF, ROUND, TODAY and VLOOKUP functions.
- Nest multiple functions such as the SUM function with the IF function.
- Use the Flash Fill feature to eliminate repetitive tasks such as to extract the first name from a list rather than using a formula.