

Excel Intermediate Formulas and Functions – 1 Day



Pre-requisites

To gain the most from this course, you need to have successfully completed the Excel Essentials course or have equivalent skills and knowledge.

Description

Do you need to:

- Analyse data with intermediate level formulas
- Name cell ranges to translate formulas easily
- Analyse data with intermediate level functions
- Error Check and Auditing tools
- Link formulas between worksheets and workbooks
- Change cell formats based on certain conditions using Conditional Formatting
- Customise text, date and number formats

Aim

This course aims to provide you with the skills and knowledge necessary to manage data and solve problems using functions and formulas.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Understand Absolute cell referencing
- Analyse data using formulas and functions
- Simplify formulas by naming cell ranges and using the names in formulas
- Work with text date and time functions
- Navigate through errors
- Link cells across worksheets and workbooks using formulas
- Enhance the look of worksheets by using customised number formats and conditional formatting

Topics Covered

Key topics covered on this course include:

Work with Formulas

- BODMAS Order of Operations
- Understand the differences and uses of relative, absolute and mixed references

Named Ranges in Formulas

- Why naming cell ranges is useful
- Use names in formulas and functions

Functions

- Understand the SUMIF(), AVERAGEIF() and COUNTIF() functions
- Understand the COUNTIFS() and AVERAGEIFS() SUMIFS() functions
- Learn the IF functions with values and text

Date and Time Functions

- Understand dates and times in Excel

Text Functions

- LEFT, RIGHT, MID functions
- TRIM, CLEAN functions
- TRIM and CLEAN nested functions
- SUBSTITUTE function
- CONCATENATE function
- CHAR function

Error Check and Audit

- IFERROR function
- Error checking and formula auditing

Link Worksheets and Workbooks

- Create link formulas to multiple sheets
- Create links between workbooks
- Manage links

Improve Worksheet Readability

- Create customised text, date and number formats
- Create rules in Conditional formatting
- View conditional formatting options



www.wct.com.au