

# Excel Prodigy

## Advanced Formulas & Functions – 1 Day

### Pre-requisites

To gain the most from this course you need to have completed the Excel INTERMEDIATE FORMULAS and FUNCTIONS course, as this course is designed specifically for spreadsheet users who are already proficient and looking to take their skills to the next level.

### Description

#### Do you need to:

- Combine IF and Boolean Functions to analyse data
- LOOKUP lists of data for a MATCH
- Apply conditional formatting and data validation to cells based on formulas

### Aim

The aim of this course is to start with a blank spreadsheet and quickly dive into using combinations of functions and formulas to perform dynamic analysis.

### Learning Outcomes

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

- Work with Boolean Functions (AND/OR /CHOOSE)
- Nest IF Functions
- Extract information using the VLOOKUP function
- Check for and correct errors in a spreadsheet using IFERROR
- Locate data in a list by using the INDEX/MATCH functions
- Use Array formulas using the AND/OR operators
- Combine formulas with Conditional Formatting
- Combine formulas with Data Validation

### Topics

#### Key topics covered in this course include:

#### Excel Logical Functions

- Use the AND/OR Functions to analyse data
- Nesting AND/OR with IF Function
- CHOOSE function

#### Conditional formatting with Formulas

- Conditional formatting based on cell's value
- Apply several conditional formatting rules
- Using the Stop IF True rule
- Conditional formatting for empty and non-empty cells
- Excel formulas to work with text values, highlight duplicates and values

#### The VLOOKUP Function

- Understand and use the VLOOKUP Function to extract data from an Excel database
- Range/Threshold Match -v- Exact Match
- Lookup Table Array and Range Names
- IFERROR Function
- VLOOKUP with nested IF

- Perform different calculations with a VLOOKUP
- CHOOSE formula to do a left VLOOKUP

#### The INDEX/MATCH Function

- Use the MATCH function
- Combine the VLOOKUP and MATCH Functions
- Understand the INDEX function
- Combine INDEX and MATCH functions

#### Arrays

- Understand arrays
- AND and OR operators in Array formulas

#### Data Validation using Formulas

- Date and time validation
- Create a dynamic (automatically updated) drop-down list
- Use the INDIRECT functions to create a dependent drop down menus

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