

COURSE DESCRIPTION

EXCEL ADVANCED: FUNCTIONS/FORMULAS

Course Description:

This course teaches students to understand and use Excel's built in functions. It is designed for advanced users.

Course Objectives:

After completing this course, you should be able to:

Master some of the most commonly used functions:

SUMIF: create a sum based on one condition

COUNTIF: count unique entries in a list

Ways to combine text and numbers in one cell

Joining text from 2 different cells into one cell

Calculate the difference between 2 dates

Create functions

Nest functions

Implementing Database functions

Utilizing Date & Time functions

Working with Financial functions

Implementing Text functions

Working with Logical functions

Creating Lookup & Reference functions

Skills to be learned:

Create decision making and nested functions

Use the date functions to calculate differences between dates

Combine text and numbers in one cell

Find unique entries in a list and count them

Summarize a list of information based on a given criteria

Have a good understanding of what functions are available in Excel and how to implement them