

Microsoft Excel Functions



Course Details

Course Name Microsoft Excel Functions

Duration 1 Day

Course Code AFBMEF

Assumed Knowledge Microsoft Excel Essentials

Course Aims

In this course, you will learn how to use various functions in Microsoft Excel to perform calculations, operations, and data analysis on a range of cells or values. You will explore logical, lookup, math, statistical, financial, date and time, text, and information functions and how they can simplify complex tasks, extract useful information, and check for errors.

What You Will Learn

This course will teach you how to use different functions in Microsoft Excel to perform calculations and data analysis. You will learn how to use logical, lookup, math, statistical, financial, date and time, text, and information functions, and how to apply them to solve problems and enhance your spreadsheets. You will also learn some tips and best practices for working with functions in Excel.

Skills

- How to use logical, lookup, and information functions to create dynamic and error-free formulas in Excel.
- How to use math, statistical, and financial functions to perform various calculations and analyses on numerical data in Excel.
- How to use date and time functions to manipulate and format dates and times in Excel.

Target Audience

The target audience for this course is anyone who works with data in Excel and wants to learn how to use various functions to perform different tasks and calculations on data. This includes business analysts, accountants, teachers, researchers, and many others who need to manipulate and summarize data, create reports and dashboards, perform financial and statistical analyses, and apply accounting, mathematical, and scientific formulas and models.

Course Content

Module 1 – Logical Functions

- Topic A Understanding Logical Functions
- Topic B Using IF with Text
- Topic C Using IF with Numbers
- Topic D Nesting IF Functions
- Topic E Using IFERROR
- Topic F Using TRUE & FALSE
- Topic G Using AND
- Topic H Using OR
- Topic I Using NOT
- Topic J Using IFS

Module 2 – Lookup Functions

- Topic A Understanding Data Lookup Functions
- Topic B Using CHOOSE
- Topic C Using VLOOKUP
- Topic D Using HLOOKUP
- Topic E Using XLOOKUP
- Topic F Using INDEX
- Topic G Using MATCH
- Topic H Understanding Reference Functions
- Topic I Using ROWS & COLUMNS
- Topic J Using ADDRESS
- Topic K Using INDIRECT
- Topic L Using OFFSET

Module 3 – Math Functions

- Topic A Understanding Math Functions
- Topic B Using SQRT
- Topic C Using ABS
- Topic D Using INT
- Topic E Using TRUNC
- Topic F Using ROUND
- Topic G Using ROUNDDOWN & ROUNDUP
- Topic H Using ODD & EVEN
- Topic I Using CEILING MATH
- Topic J Using MROUND
- Topic K Using PRODUCT
- Topic L Using SUMIF
- Topic M Using SUMIFS
- Topic N Using SUMPRODUCT

Module 4 – Statistical Functions

- Topic A Understanding Statistical Functions
- Topic B Status Bar Statistics
- Topic C Using COUNT & COUNTA
- Topic D Using COUNTBLANK
- Topic E Using COUNTIF
- Topic F Using MODE
- Topic G Using MEDIAN
- Topic H Using LARGE & SMALL
- Topic I Using STDEV
- Topic J Using VAR

Module 5 – Financial Functions

- Topic A Understanding Financial Functions
- Topic B Using PMT
- Topic C Using FV
- Topic D Using NPV
- Topic E Using PV
- Topic F Using RATE
- Topic G Using EFFECT
- Topic H Using NOMINAL
- Topic I Using STDEV
- Topic J Using VAR

Module 6 – Date & Time Functions

- Topic A Understanding Date & Time Functions
- Topic B Using NOW
- Topic C Using HOUR & MINUTE
- Topic D Using TODAY
- Topic E Calculating Future Dates
- Topic F Using DATE
- Topic G Using Calendar Functions
- Topic H Using WEEKDAY
- Topic I Using WEEKNUM
- Topic J Using WORKDAY
- Topic K Using EOMONTH

Module 7 – Text Functions

Topic A Understanding Text Functions

Topic B Using PROPER

Topic C Using UPPER & LOWER

Topic D Using CONCATENATE

Topic E Using LEFT & RIGHT

Topic F Using MID

Topic G Using LEN

Topic H Using SUBSTITUTE

Topic I Using TEXT

Topic J Using VALUE

Module 8 – Information Functions

Topic A Understanding Information Functions

Topic B Using CELL

Topic C Using ISBLANK

Topic D Using ISERR

Topic E Using ISODD & ISEVEN

Topic F Using ISNUMBER & ISTEXT

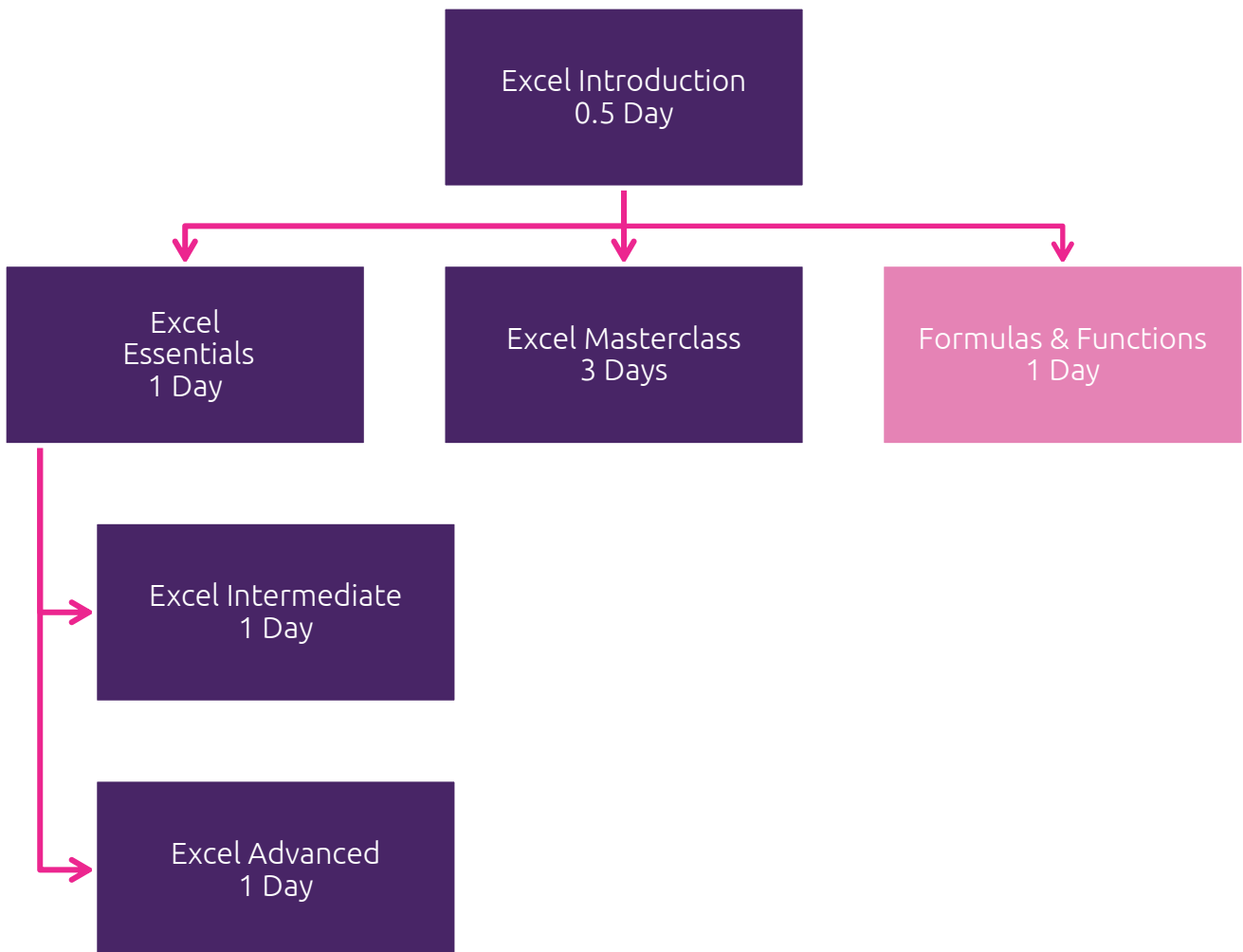
Topic G Using TYPE

Course Progression

Microsoft Excel is a powerful tool for data analysis and visualization that can help you gain insights and make informed decisions. At Appetite, we understand the significance of learning the full depth of using Microsoft Excel in a modern organization. That's why we offer a range of courses from introduction to advanced, covering topics such as data modelling, formulas, visualizations, charts, reports, and more. We can guide you from having no prior knowledge to building very detailed reports using some advanced skills.

Whether you want to learn the basics of Microsoft Excel, or take your skills to the next level, we have a course for you. Our courses are interactive, engaging, and can also be tailored to your needs. You'll learn from our experienced trainers who will share their best practices and tips for success. By the end of the course, you'll be able to apply your learning to your own data and scenarios and create stunning and impactful reports that will impress your colleagues and stakeholders.

Join us in discovering the power of Microsoft Excel and enhancing your data literacy by taking one of the following courses.



About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.

Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
 	 Certified Corporation 	