

EXCEL EXPANDING YOUR KNOWLEDGE OF FUNCTIONS

Length/CPE Hours

7 hours (1 day)

Class Time

8:30 a.m. – 4:15 p.m. Central Time
45-minutes lunch break.

Course Description

This class is designed for intermediate users who would like to focus on learning more Excel Functions. With each version Excel continually improves the software and more functions are added. This class will focus on older functions such as IF and VLOOKUP but will also introduce you to newer Office 365 functions such as IFS and XLOOKUP. Regardless of which Excel version you use, you will be able to expand your knowledge of Excel functions.

In this class you will learn:

FORMULA BASICS AND UNDERSTANDING FUNCTIONS

- Understanding the Structure of Functions
- Work with the Function Library and the Insert Function Dialog Box
- Learn How and When to use Absolute and Mixed References
- Use the Formula Auditing Features

DATE FUNCTIONS

- Understand date serial values
- Use the DATE function to convert a date stored incorrectly
- Use DATEDIF to calculate age or hire dates
- Work with TODAY() AND NOW() for current date and time
- Use NETWORKINGDAYS to calculate whole workdays
- Understand WEEKDAY and how it can be used with conditional formatting
- Work with WORKDAY to calculate number of days from a start date excluding weekend and holidays

LOGICAL FUNCTIONS

- How to write and IF statement and nest IF statements
- NEW IFS statement

- Using IFERROR
- USE the AND and OR FUNCTIONS

LOOKUP AND REFERENCE FUNCTIONS

- Using VLOOKUP
- XLOOKUP functions (OFFICE 365 Users)
- Join Text using CONCATENATE, CONCAT and TEXT JOIN
- Work with FORMULATEXT
- UNDERSTAND INDIRECT and use it with Data Validation

TEXT FUNCTIONS

- Use TRIM to remove extra spaces
- USE TEXT to convert numbers

Who Should Attend?

Any users who would like to expand their knowledge of Excel.

Prerequisites

This class works with basic to advanced formulas. Any level of student may attend this class. However, it is recommended that students have a basic understanding of Excel and know how to create basic formulas such as add, subtract, multiply, divide and use basic functions such as =Sum().

Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.