



Microsoft® Excel 2010 Using Formulas & Functions

Price: \$295

Course Description:

This course concentrates on formulas and function. The course provides students with the knowledge and skills to apply useful formulas and functions in Microsoft Excel workbooks.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to some of the more useful Excel functions.

Upon successful completion of this course, students will be able to:

- Apply Formula and Functions Basic
- Use Statistical and Logical Functions
- Apply Lookup and Reference Formulas
- Understand Text Formulas
- Apply Date and Time Formulas
- Apply Array and Database Functions
- Learn some Efficiency Tips

Prerequisite: Excel Level 1, 2 or comparable Excel experience.

Course Outline

Making Data Work for You

- Formula basics
- Using cell references
- Transposing formulas
- Using nested Functions

Statistical and Logical Functions

- COUNTIF, SUMIF
- AVERAGEA
- IF function to prevent division by zero
- ISERROR
- Nested IF
- Logical OR, AND

Lookup and Reference Formulas

- VLOOKUP
- HLOOKUP
- MATCH, INDEX

Text Formulas

- Change text case
- Append text and numerical value
- Convert imported text to numbers
- Break imported date field into columns

Date and Time Formulas

- Perform Date addition
- Calculate difference between two Dates
- Perform calculations with Time fields

Array and Database Functions

- Using Array Formulas
- Calculate Maximum and Minimum
- FREQUENCY function
- DSUM, DCOUNT

Efficiency Tips

- Protecting cells
- Data validation
- Displaying Formula syntax
- Using Auditing Tools
- Adding comments