



Microsoft® Excel

Advanced Functions and Formulas

Course Description:

Learning how to use formulas and functions in Microsoft Excel is crucial to success in the program. This Advanced Excel Functions class focuses solely on solving complex problems with your data. We will walk you all the way through the basics of formula creation to advanced logical, look-up, and data manipulation functions.

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

Course Objectives: You will learn many types of advanced Excel functions, including Text, Date, Statistical, Logical, and Lookup functions.

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

- Aggregate data based on filtered criteria
- Determine common statistical calculations
- Perform advanced rounding
- Parse text-based data with advanced text manipulation functions
- Manipulate date information more effectively
- Control error message responses and document formula logic
- Perform advanced lookup functions
- Calculate data with advanced aggregation techniques

Prerequisite:

Although it is recommended that students have attended Microsoft Excel Levels 1, 2, and 3; students of all experience levels are welcomed.

Course Outline

<p>Perform Filtered Calculations</p> <ul style="list-style-type: none"> • Count / CountA / CountBlank • SumIF / SumIFs • AverageIF / AverageIFs • CountIF / CountIFs • Filtering with Criteria <p>Statistical Calculation</p> <ul style="list-style-type: none"> • Average (Mean) • Median • Mode • Standard Deviation <p>Advanced Rounding</p> <ul style="list-style-type: none"> • Round / MRound • Ceiling / Floor • Large / Small 	<p>Text Manipulation</p> <ul style="list-style-type: none"> • Find / Search • Replace • Left / Mid / Right • Concatenate (Concat) • TextJoin <p>Advanced Date Calculations</p> <ul style="list-style-type: none"> • EOMonth • EDate • NetworkDays • WorkDays <p>Error Trapping and Documentation</p> <ul style="list-style-type: none"> • FormulaText • IFNA • IsFormula 	<p>Advanced Aggregations</p> <ul style="list-style-type: none"> • SubTotal (Tool) • SubTotal (Function) • Aggregate • SumProduct (<i>bonus topic</i>) <p>Advanced Look-Up Functions</p> <ul style="list-style-type: none"> • Super-charged VLookup • Index / Match • Choose • Offset • IFs • Switch • Intersection Operator
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