

Excel Formulas and Functions In-depth

Course Duration : 1 day

Course Overview

This course is designed to help users get the most from the advanced functions in Excel. Advanced Lookup and Reference functions to help you gather data, Text functions to organise and validate the data, Logical functions to analyse the data. You will use the advanced features of Microsoft Excel to attain a high degree of proficiency as an Excel power user within the area of writing functions.

Prerequisites

- Delegates should have advanced knowledge of Microsoft Excel to get the most from this course. We recommend that delegates attend our Excel Level 1, 2 and 3 courses or have equivalent knowledge.

Objectives

Delegates will be able to :

- Understand and apply complex logical functions such as nested IF's and incorporate other logical functions such as AND and OR.
- Create a formula that will only add up or count records that match specific criteria.
- Confidently use and manipulate VLOOKUPS and understand the advantages of the MATCH and INDEX lookups.
- Manipulate Text Functions to organise, parse, join data.
- Use Arrays within formulas and functions to perform multiple calculations on one or more of the items.

Course Content

Advanced Logical Functions

IF logical tests
Expanding nested IF statements
AND, OR, and NOT functions with IF
Using IFS for multiple conditions

Text Functions

Locating and extracting data with the FIND, SEARCH, and MID functions
Extracting specific data with the LEFT and RIGHT functions
Using the TRIM function to remove unwanted spaces in a cell
Using ampersands and CONCATENATE to combine data from different cells
Adjusting character content with the REPLACE and SUBSTITUTE functions

Information Functions

Extracting information with the CELL and INFO functions
Using ISBLANK, ISODD, ISEVEN, ISTEXT, ISNONTEXT, and ISNUMBER
Using the ISERR, ISERROR, IFERROR, and ISNA error-checking functions
Tracking and highlighting formula cells with the ISFORMULA function

Advanced Lookup and Reference Functions

Looking up information with VLOOKUP and HLOOKUP
Finding approximate matches with VLOOKUP and HLOOKUP
Finding exact matches with VLOOKUP
Nesting lookup functions
Using VLOOKUP with large tables
Finding table-like information within a function using the CHOOSE function
Using the SWITCH function for formula-embedded selection
Locating data with the MATCH function
Using MATCH and INDEX functions together



Statistical Functions

Using SUBTOTAL
Finding the middle value with MEDIAN and most common value with MODE
Ranking data without sorting with RANK and RANK.EQ
Finding the largest and smallest values with the LARGE and SMALL functions
Tabulating blank cells with the COUNTBLANK function
Working with the ROUND, ROUNDUP, and ROUNDDOWN functions
Working with MROUND, CEILING, and FLOOR for specialised rounding
Using the powerful AGGREGATE function to bypass errors and hidden data

Array Formulas and Functions

Extending formula capabilities with array formulas
Counting unique entries in a range with an array formula
Determining frequency distributions with the FREQUENCY function

Reference Functions and Advanced Data Validation

Getting data from remote cells with the OFFSET function
Returning references with the INDIRECT function
Using INDIRECT with Data Validation for two-tiered pick lists

Formula and Function Tips and Shortcuts

Displaying and highlighting formulas
Using Auditing tools
Converting formulas to values with a drag
Using Named Ranges and Tables

Other Courses in this Series

[Excel Level 1](#)

[Excel Level 2](#)

[Excel Level 3](#)

[Excel Analysing and Presenting Data with Dashboards and Pivot Tables](#)

[Excel Advanced Macros](#)

[VBA using Excel Essentials](#)

Related Courses

[Access Advanced Database Design](#)

[Access Essentials An Introduction to Database Design](#)

Training Options

- Public scheduled courses at one of our training venues
- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- 1 delegate per computer
- Telephone and email support
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises