Powerful Formulae & Functions in Excel
Available in Office 365, 2016, 2013 & 2010

ITS SmartStyle Training

Revision
- Creating a Simple Formula
- Relative & Absolute Cell Referencing
- AutoSum & Statistical Functions

Logical Functions
- What is an IF Function?
- Creating a Simple IF Function
- Nested IF Functions
- Using the AND & OR Functions

Statistical Functions
- COUNTIF & COUNTIFS Functions
- SUMIF & SUMIFS Functions

Lookup & Reference Functions
- What is VLOOKUP & HLOOKUP?
- Creating a Lookup Function

Date & Time Functions
- Using Dates in Formulae
- Extracting Date & Time Values
- Using the DATE Function

Duration: 1/2 Day

Target Audience:
Users who need to be able to exploit the full potential of Excel to build powerful spreadsheets, using a wide array of formulae and functions.

Objectives:
By the end of the course users will be able to create spreadsheets, which include complex formulae and functions. They will be able to combine functions such as If's and Lookups to optimise efficiency when creating formulae requiring a multifaceted outcome.

Prerequisites:
A thorough grounding in building multiple sheet workbooks which include basic calculations and functions, such as Min, Max, Average and Sum. Users should also be able to create formulae using absolute cell references and understand the importance of this.