

Excel Functions & Formulas Workshop

Course Code

SSA5033

Duration

0.5 Day

Format

Classroom | Classroom/Virtual | Virtual

Overview

Excel formulas and functions are essential to performing calculations and solving problems in a Microsoft Excel Workbook.

This half day workshop will start with the formula and function basics and then cover a range of mathematical, date and time, logical, lookup and conditional functions.

Objectives

On completion of this half day workshop, you will be up and running with building formulas and functions in Excel.

Content

- Formula Basics: Doing Math with Excel
- Use References in Excel Formulas
- Introduction to Functions (SUM, COUNT, AVERAGE, MAX and MIN)
- Use Date and Time Functions
- Join Text and Numbers
- Use IF Statements
- Use the VLookup Function
- Use Conditional Functions (SUMIF, SUMIFS, COUNTIF and COUNTIFS)
- Detect and Fix Formula Errors

Who Should Attend

This workshop is designed for intermediate Microsoft Excel users who wish to extend their knowledge and skills beyond building simple formulas.

Prerequisites

This workshop assumes the user has completed or has an understanding of the topics covered in the Excel Introduction course, including:

- Using basic formulas and functions in a worksheet
- Editing and formatting Excel data
- Printing and saving Excel files