EXCEL - FORMULAE & FUNCTIONS

Introduction

This course will provide a thorough grounding in the use of calculations in Excel. In order to do this effectively, delegates will learn the fundamentals of calculations: creating simple formulae & beyond the basics with statistical and date functions.

Calculations will be used in single worksheets, across multiple worksheets (3-d) and ultimately across multiple workbooks.

The delegate will also learn about simple Form controls (checkboxes, drop down menus, scrollbars) for easy interaction with spreadsheets. Data tables are explained in detail with examples of data analysis.

- Focus on the calculation (formulae & function) capabilities of Excel.
- Speed up your productivity and become familiar with the Excel function library.
- Using named ranges to make it easier to refer to cell references.
- Create Tables to organise and analyse related data
- Track and trace formula logic and errors.

Duration: 1 Day Course

Course Content

Foundation Formulas (recap)
♦ BODMAS
♦ Relative, Absolute and Partial cell references
♦ Enter formulas in a cell and use the formula bar
♦ Use basic functions (AVERAGE, SUM, COUNT, MIN, and MAX)
♦ Reference Functions using Insert Function

Autofill
♦ Copying cells and formats
♦ Create a Custom List

Formatting Worksheets
♦ Apply predefined number formats incl. Decimal Places
♦ Date & Time Formats
♦ Creating custom formats

Conditional Formatting and Data Validation
♦ Standard Rules
♦ Custom Conditional Rules and Styles
♦ Apply Basic Data Validation and Combo boxes

Data Tables
♦ Create a Data Table
♦ Understanding Table Formulas
♦ Using Slicers to Filter

Linking Formulae
♦ Link worksheets
♦ Using 3-D references
♦ Create and Edit workbook links

Working with Named Ranges
♦ What are named ranges
♦ Create, Define & Delete Named Ranges
♦ Using named ranges in formulas

Auditing a Worksheet
♦ Trace precedents (*find cells referred to in a specific formula*)
♦ Trace dependents (*find formulas that refer to a specific cell*)

Additional Functions
♦ VLookup / HLookup Functions
♦ XLookup() (365)
♦ TODAY(), NOW(), Sumif(), CountIf()
♦ Nesting Functions for greater control

Beyond Basic Functions - Logical
♦ Use logical functions (IF/S)
♦ Using Nested IF statements
♦ Applying AND / OR Logic
♦ Implementing a Dashboard Control Chart

Annotating your work with Excel Notes (formally *Comments*)
♦ Create, edit, and remove a Note
♦ Display and Print Notes

Building Data Entry Forms
♦ Create a Form for Data entry
♦ Populate a Data Table Automatically
♦ Automate adding records using Formulas & Macros

Creating a Template
♦ Protecting cells
♦ Protecting sheets & workbooks
♦ Saving a template

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