

## Course Outline

# MS Excel - Advanced Formulas and Functions

<b>Course ID:</b> EXCE3003	<b>Course:</b> MS Excel – Advanced Formulas and Functions
<b>Duration:</b> 4 Hours	<b>No. of Delegates:</b> max 8
<b>Course Format:</b> Presentations, Demonstrations and Practical workshop	
<p><b><i>Delegates' Pre-Requisite Knowledge/Skills</i></b>          Delegates have a good working knowledge of Excel including creating/saving workbooks, entering and formatting data, entering formulas and using SUM/AutoSUM.</p> <p>Knowledge of using IF and Absolute Addressing would be advantageous.</p>	
<p><b><i>Learning Outcomes/Objective</i></b>          At the end of the course delegates will be able to:</p> <ul style="list-style-type: none"> <li>▪ Locate and fix errors in Formulas</li> <li>▪ Use Conditional Formatting</li> <li>▪ Use Worksheet Functions and find information on other Functions using the Help facility</li> </ul>	
<p><b><i>Course Outline</i></b></p> <ul style="list-style-type: none"> <li>▪ Introduction:             <ul style="list-style-type: none"> <li>○ The IF function – including removing Division-by-Zero-Errors and more advanced applications</li> <li>○ Absolute Addressing</li> </ul> </li> <li>▪ Naming Ranges &amp; Cells and using Names in formulas</li> <li>▪ Tracing precedents/dependents to check formulas</li> <li>▪ AND, OR and Relational Operators</li> <li>▪ Conditional Formatting</li> <li>▪ SUMIF and COUNTIF</li> <li>▪ VLOOKUP and HLOOKUP</li> <li>▪ Function syntax and using the Help facility to find information on Functions</li> <li>▪ Other advanced Functions             <ul style="list-style-type: none"> <li>○ Financial Functions such as PMT, DB, RATE, FV, EFFECT</li> <li>○ General Functions including TODAY, INT, ABS, MAX, MIN, AVERAGE</li> </ul> </li> </ul>	

