

Microsoft Excel Advanced Functions

Modality: Self-Paced Learning

Duration: 10 Hours

SUBSCRIPTION: Learn, Master, Master Plus

About this course:

Let's get to know about Microsoft Excel a bit. For starters, Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications. In this course, you will learn advanced function and formula construction, along with everything you need to know about cell referencing, and how to produce accurate results using logical, lookup, text, date, and time functions.

The average salary for Microsoft Office Administrator is **\$46,000** per year.

Course Objective:

After completing this course, students will have a working understanding of:

- PEMDAS ABC's of Formula Construction
- Absolutes in Formulas
- Discussing Date and Time
- Today and Now Function
- Left and Right Function
- Concatenate
- Nesting AND in an IF Function
- Discuss LOOKUP and Reference Functions
- VLOOKUP Combined with MATCH

Audience:

This course is intended for:

- Excel users

Prerequisites:

- Some experience with basic formulas is recommended

Suggested prerequisites courses:

- [Excel 2013 Beginner](#)
- [Excel 2016 Beginner](#)

Course Outline:

Introduction

Module 1: Basic Formulas

- Lesson 1: PEMDAS ABC's of Formula Construction
- Lesson 2: Typing, Selection Technic, AutoSum Button and Insert Function Button
- Lesson 3: Absolutes in Formulas
- Lesson 4: Sum, Average Functions
- Module Summary
- Knowledge Check

Module 2: Date Functions

- Lesson 1: Discussing Date and Time
- Lesson 2: Today and Now Function
- Module Summary
- Knowledge Check

Module 3: Text Functions

- Lesson 1: Discussing Text Functions vs. Text to Columns
- Lesson 2: Left and Right Function
- Lesson 3: Find
- Lesson 4: Len
- Lesson 5: Concatenate
- Module Summary
- Knowledge Check

Module 4: Logical Formulas

- Lesson 1: Logical Functions
- Lesson 2: IF
- Lesson 3: AND
- Lesson 4: OR
- Lesson 5: Nesting AND in an IF Function
- Module Summary
- Knowledge Check

Module 5: Index and Lookups

- Lesson 1: Discuss LOOKUP and Reference Functions
- Lesson 2: MATCH
- Lesson 3: INDEX and MATCH Function
- Lesson 4: VLOOKUP and HLOOKUP
- Lesson 5: VLOOKUP Combined with MATCH
- Module Summary
- Knowledge Check

Module 6: Financial Functions

- Lesson 1: Discussing PMT
- Lesson 2: Creating a PMT
- Module Summary
- Knowledge Check

Module 7: Database Functions

- Lesson 1: Discussing Database Functions
- Lesson 2: DSUM
- Lesson 3: DGET
- Module Summary
- Knowledge Check

Course Summary