Microsoft Excel Advanced Functions

Modality: On Demand

Duration: 10 Hours

About this Course:

This beginner-level course is designed for professionals who are willing to gain first-hand knowledge of Microsoft Excel 2013. This course helps professionals build familiarity with key formulas and functions of Excel 2013. Professionals get to learn the frequently-used formulas used in Spreadsheet Creation, Tables & Graphs Insertion, and other fundamental functions. This course covers the key concepts of Excel 2013 such as Ribbon and Quick Access Toolbar, Interface, Backstage View, Shortcuts, and many more.

Professionals will also get to learn the fundamental functions & formulas of Excel 2013 involved in Worksheet Designs & Themes, Freezing Panes Option, Customized Viewing, and Worksheets Grouping. Professionals having the surface knowledge of the Microsoft Excel fundamentals can greatly benefit from this course and will get to know about the upgrades and new features in the 2013 version.

Microsoft Excel is an incredibly common and easy-to-use spreadsheet program designed and developed in the year 1985. The invention of Excel and Digital Spreadsheets entirely streamlined business processes allowing businesses to compile and gather financial records and business data seamlessly. Nowadays, Microsoft Excel is commonly used to create and develop Pivot Tables & Graphs.

Course Objectives:

The core objective of this course is to help professionals develop a better understanding and sound knowledge of the following key concepts:

- Sum Formula in Excel 2013
- Average Function in Excel
- Count Formula in Excel 2013
- IF Function in Excel
- TRIM Function in Excel
- MAX and MIN Formula in Excel
- Nested IF Function in Excel
- Checking for Errors in Excel 2013

Audience:

- Professionals willing to know the working features of Excel 2013
- Professionals who need Excel for their Business Productivity

Prerequisites:

Professionals planning to enroll in the Excel 2013: Frequently Used Formulas and Functions course must comply with the following prerequisites:

- Basic Knowledge of Using Microsoft Excel 2013

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