

Excel 2013: Frequently Used Formulas And Functions

Modality: On Demand

Duration: 1 Hour

From using common formulas such as SUM, AVERAGE and IF, to more complicated formulas like NESTED IF functions, you'll learn common uses for a variety of formulas in Excel. Additionally, we'll cover how to alter formulas and check for errors.

Course Outline:

Getting Started

- What you'll learn in this training

Formulas

- Using the Sum function
- Using the Average function
- Using the Count function
- Using the Date and Now functions
- Using the Days function
- Using the Match function
- Using the Transpose function
- Using the Round function
- Using the And function
- Using the Or function
- Using the If function
- Using a Nested If function
- Using the Count If function
- Using the Sum If function
- Using the VLookup function
- Using the HLookup function
- Using the Concatenate
- Using text to columns

Linking and Consolidating Worksheets

- Creating a link formula within the same workbook
- Creating a link formula to another workbook
- Consolidating worksheets using formulas

- Using the Consolidate command
- Opening a workbook with external reference formulas
- Breaking links to external references

Auditing and Error Checking

- Displaying formulas
- Identifying precedent cells
- Identifying dependent cells
- Checking for errors
- Evaluating a formula

Knowledge Assessments

- Formulas
- Linking and Consolidating Worksheets
- Auditing and Error Checking