

Microsoft Excel Advanced - Formulas and Functions - 1 day

Do you want to develop your Excel knowledge and skills further? Join the Excel Advanced course where formulas and functions will be extensively discussed. You will become the Excel specialist of your department! Get to know formulas and functions within Microsoft Excel and configure Excel to your preferences. Problems become only minor challenges after taking this course.

Course duration

The duration of the course is six hours completed in one day.

Target audience and prerequisites

This course is designed for participants who regularly work with Excel and wants to learn more about formulas and functions. All types of function categories in Excel will be covered so you have much more “tools” to achieve this goal. The necessary prior knowledge can be found in the Excel Basic course. This Excel Advanced Formulas & Functions course is intended for experienced Excel users.

Outlines

Conditional formatting

- Create rules
- Edit rules
- Delete rules

Formulas and functions

- Short refresh of basic formula knowledge (SUM, AVERAGE, MAX, MIN, COUNT)
- Copy formulas successfully:
 - o Using the fill handle
 - o Absolute and relative cell references
 - o Combinations of absolute and relative
- references 3D formulas

Link with other worksheets

- Link with other files
- Fix broken link
- Sending files with link

Functions

- Popular functions (IF, SUMIFS, COUNTIFS, VLOOKUP, etc.)
- Function category:
 - o Financial
 - o Date and time
 - o Mathematically
 - o Statistically
 - o Search
 - o Tekst

Combine and nest functions

Use names

- Create a name manually
- Create a name automatically
- Apply names in formulas

Structured references

- Use formulas for your table and field names
- Enter these references
- Copy these references

Array formulas

- What is an array formula
- How to use array formulas
- Pros and cons

Working together within Excel

- Secure on three levels
- Files
- Worksheets
- Cells
- Share files (outdated!)
- Pros and cons
- Track changes
- Accept / ignore changes

