



Course Content

Course Description:

In this course, you will cover how to trace formulas, check errors, evaluate formulas, and how to use the Watch Window. You will learn about range names and how to use them in logical functions and lookup functions. You will also learn complex functions, such as SUMIF, AVERAGEIF, and COUNTIF functions. In addition, you will learn about date and time functions, including finding the day of the week and the week number.

Prerequisites:

Excel Level 2 or equivalent knowledge

Topics:

Module 1: Logical and Lookup Functions

- Logical Functions
- Names
- IF Functions
- Nested IF Functions
- IFS Functions
- AND Functions
- OR Functions
- NOT Functions
- Lookup Functions
- VLOOKUP Functions
- HLOOKUP Functions
- Data Validation List
- MATCH Functions
- INDEX Functions

Module 2: Complex Summing Functions

- Filtering Data for Unique Values
- SUMIF Functions
- AVERAGEIF Functions
- COUNTIF Functions
- SUMIFS Functions
- COUNTIFS Functions
- MAXIFS and MINIFS Functions

Module 3: Date and Time Functions

- Time
- NOW Functions
- Dates
- Date Functions
- WORKDAY Functions
- NETWORKDAYS Functions
- Finding the Day of the Week
- SWITCH Function
- Finding Week Number

Module 4: Formula Auditing

- Formula Auditing
- Tracing Formulas
- Errors
- Error Checking
- Evaluating Formulas
- Watch Window
- Calculations