



## 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.

### Course Objectives:

Upon completion of this course you will:

- Use named cells and ranges in formulas
- Be able to use formulas to lookup data in an Excel spreadsheet
- Create formulas to calculate dates and times
- Audit formulas for accuracy

### Target Audience:

Excel users looking to gain a more comprehensive understanding of formula syntax.

### Prerequisites:

Experience in Excel comparable to Excel 2019 Level 2.



# Excel 2019 - Formulas

Course ID #: 0200-240-19-W

Hours: 6

## Topics:

### Lesson 1: Logical & Lookup Functions

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

### Complex Summing Functions

- Filtering Data for Unique Values
- Using the Advanced Filter.
- SUMIF Functions.
- AVERAGEIF Function
- COUNTIF Functions
- SUMIFS Functions
- COUNTIFS
- MAXIFS and MINIFS Functions.

### Date & Time Functions

- Time.
- Using the Time Functions
- Adding and Subtracting Times
- Custom Time Formatting Codes
- NOW Function
- Refreshing the NOW Function
- Dates
- Understanding Dates.
- Date Functions.
- Using the TODAY Function.
- Finding the Difference Between Two Dates
- WORKDAY Functions.
- EDATE Formula
- NETWORKDAYS Functions

- Calculating Working Days
- Finding the Day of the Week
- SWITCH Function.
- Finding Week Number
- Using the ISOWEEKNUM Formula

### Formula Auditing

- Formula Auditing
- The Formula Auditing Group
- Tracing Formulas
- Tracing Precedents
- Tracing Dependents
- Removing Arrows
- Errors
- Error Messages
- Error Checking Options
- Error Checking
- Formula Options
- Evaluating Formulas
- Using the Evaluate Formula Tool
- Watch Window
- To Add a Cell to the Watch Window
- To Delete a Cell from the Watch Window
- Calculations.
- Changing the Calculation Option