



# Excel 365 Formulas

Course ID #: 7000-1056-ZZ-Z

Hours: 6

Delivery Method: Instructor-Led Classroom  
Virtual or In-Person

## Course Content

### Description:

In this course, you will cover: 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.

### Objectives:

Upon successful completion of this course, students will: Upon successful completion of this course, students will be able to create a wide variety of useful Function Formulas and understand when to use them in your work environment.

### Prerequisites:

Excel Level 2

### Target Audience:

Anyone using Excel 365 at an Intermediate Level

### Topics:

#### Lesson 1: Logical & Lookup Functions

- Naming Cells
- Editing Names
- Logical Functions
- IF Function
- Nested Functions
- IFS Function
- AND Function
- Using AND in an IF Function
- OR Function
- Using OR in an IF Function
- NOT Function
- Using NOT in an IF Function
- Lookup Functions
- LOOKUP Function

- VLOOKUP Function
- HLOOKUP Function
- XLOOKUP Function
- XMATCH Function
- INDEX Function
- Using XMATCH to Compare Lists
- LAMBDA Functions
- Creating a LAMBDA Function
- Naming a LAMBDA Function
- Using a Named LAMBDA Function

#### Lesson 2: Complex Summing Functions

- Filtering Data
- UNIQUE Function
- Logical-Mathematical Functions,



# Excel 365 Formulas

Course ID #: 7000-1056-ZZ-Z

Hours: 6

Delivery Method: Instructor-Led Classroom  
Virtual or In-Person

- SUMIF Function
- AVERAGEIF Function
- COUNTIF Function
- SUMIFS Function
- AVERAGEIFS Function
- COUNTIFS Function
- MAXIFS Function
- MINIFS Functions
- Array Functions
- Dynamic and Spilled Array Functions
- SUMPRODUCT Function
- Referencing Table Ranges
- Filtering Data Within A Range
- Combining Ranges in Arrays
- Summing Filtered Data
- Adding Mathematic Operators
- RANK Functions
- RANK.EQ
- RANK.AVG
- Creating Grouped Rankings

## Lesson 3: Text Functions

- Text Case Correction Functions
- PROPER Function
- UPPER Function
- LOWER Function
- Converting Numbers to Text
- TEXT Function
- Combining Cell Values
- Simple Combining Formula
- TEXTJOIN Function
- Overwriting Original Data
- ARRAYTOTEXT
- Text Separation Functions
- TEXTBEFORE Function
- TEXTAFTER Function
- RIGHT Functions
- LEFT Functions
- MID Functions
- LEN Functions
- Nesting Len Inside Left or Right
- TEXTSPLIT Function

- Cleaning data
- CLEAN Function
- SUBSTITUTE Function
- Finding Non-Printing Characters
- TRIM Functions
- EXACT Function

## Lesson 4: Date & Time Functions

- Date & Time Functions
- Date Function
- Time Function
- Date & Time Formatting
- Basic Date/Time Formatting
- Advanced Date/Time Formatting
- Extracting Parts of Dates/Times
- Time
- Entering Time
- NOW Function
- Adding and Subtracting Times
- Dates
- Entering A Date
- TODAY Function
- Finding the Difference Between Two Dates
- DAYS Function
- DATEDIF Function
- Defining a Formula as a Name
- Using a Named Formula
- Calculating Working Days
- WORKDAY Function
- EDATE Function
- NETWORKDAYS Function
- Finding Days of the Week
- WEEKDAY Function
- SWITCH Function
- OFFSET Functions
- Finding Week Number
- WEEKNUM Function
- ISOWEEKNUM Function

## Appendix : Troubleshooting

- Formula Auditing
- The Formula Auditing Group
- Tracing Formulas



# Excel 365 Formulas

Course ID #: 7000-1056-ZZ-Z

Hours: 6

Delivery Method: Instructor-Led Classroom  
Virtual or In-Person

- 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
- Using the Watch Window
- To Add a Cell to the Watch Window
- To Delete a Cell from the Watch Window
- Calculations
- Changing the Calculation Option
- Changing the Calculation Option, continued
- 

**Register for this class by visiting us at:**

**[www.tcworkshop.com](http://www.tcworkshop.com) or by calling us at 800-639-3535**

***NASBA CPE details are provided on the following pages.***



# Excel 365 Formulas

Course ID #: 7000-1056-ZZ-Z

Hours: 6

Delivery Method: Instructor-Led Classroom  
Virtual or In-Person

## NASBA Information

**Level:** Intermediate

**Advanced Preparation:** Take Excel 365 Level 2

**Attendance Requirement:** To be awarded the full credit hours, you must sign in and attend the entire course.

**Recommended Field(s) of Study:** Computer Software & Applications

**Recommended CPEs:** 6.60

### **Policies: Course Registration, Cancellation, Refund, and Complaint Resolution**

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: [www.tcworkshop.com](http://www.tcworkshop.com)

### **Official National Registry Statement:**

The Computer Workshop is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credits. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org)

NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.