Working with Functions in Excel 2016

Course Content

Course Description:

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

Target Student:

This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Topics:

Lesson 1: Working with Functions

Topic A: Work with Ranges
- Cell and Range Names
- Names and the Name Box
- The New Name Dialog Box
- The Create from Selection Command
- The Name Manager Dialog Box
- How to Name and Edit Ranges
- Naming and Editing Ranges
- Cell and Range Names in Formulas
- Manually Entering Cell or Range Names
- The Use in Formula Command Method
- The Formula AutoComplete Method

- How to Use Defined Names in Formulas and Functions
- Using Defined Names in a Formula

Topic B: Use Specialized Functions
- Function Categories
- The Excel Function Reference
- How to Locate Functions by Using the Excel Function Reference
- Comparison Operator Basics
- Function Syntax
- Automatic Workbook Calculation
- How to Use Specialized Functions
- Locating and Using Specialized Functions

Topic C: Work with Logical Functions
- Logical Functions
- Logical Values
- Comparison Operators
- IF Function
- AND Function
- OR Function
- NOT Function
- Working with Logical Functions
- Nesting
- Nested Function Syntax
- Guidelines for Combining Functions
- Combining Functions

Topic D: Work with Date & Time Functions
- The TODAY Function
- The NOW Function
- The DATE Function
- The NETWORKDAYS Function
- The ISOWEEKNUM Function
- Working with Date & Time Functions

Topic E: Work with Text Functions
- The LEFT Function
- The RIGHT Function
- The MID Function
- The CONCATENATE Function
- Other Text Functions
- Working with Text Functions