



Microsoft Excel: Advance Formulas and Functions

Course Outline:

- Basic Excel Formula

- o Excel Formula Syntax
- o Evaluate Formula and & Error Checking

- Logical Formula

- o ">", "<", "<>" Conditionals
- o Conditional AND/OR Operators
- o IS Functions
- o Anatomy of IF Statement
- o Nesting Multiple IF statement

- Math Formula

- o Round / Roundup / Rounddown

- Statistical Functions

- o Randomization with Rand() and Randbetween
- o Conditional Aggregation with COUNTIFS, SUMIFS & AVERAGEIFS

- Date and Time Formula

- o Day / Days / Now / Today / Weekday
- o Networkdays.INTL / Workdays.INTL

- **Text Formula**

- o Capitalization with UPPER, LOWER, PROPER & TRIM
- o Combining Text with CONCATENATE (&)
- o Extracting Strings with LEFT, MID, RIGHT & LEN
- o Converting Text to Values with TEXT & VALUE

- **Reference Functions**

- o Introduction to Vlookup / Hlookup
- o Advance Vlookup
- o Xlookup
- o Combining Index / Match

- **Pivot Tables and Charts**

- o Introducing Pivot Table
- o Adding Interactivity with Pivot Slicers
- o Calculated Fields in Pivot table
- o Grouping Data
- o Building Pivot Charts

- **Formatting**

- o Basic Conditional Formatting
- o Formula Based Formatting

- **Data Functions**

- o Data/Cell Validation
- o Creating a dropdown List / Menus
- o Creating a Multiple Dependent Dropdown List