

## Microsoft Excel: Advance Formulas and Functions

### Course Outline:

- Basic Excel Formula
  - Excel Formula Syntax
  - Evaluate Formula and & Error Checking
- Logical Formula
  - Anatomy of IF Statement
  - Nesting Multiple IF statement
  - Conditional AND/OR Operators
  - Using NOT & "<>" Conditionals
  - IS Functions
- Math Formula
  - Int
  - Round / Roundup / Rounddown
  - MOD
- Statistical Functions
  - Small / Large /Rank /Percentrank
  - Randomization with Rand() and Randbetween
  - Conditional Aggregation with COUNTIFS, SUMIFS & AVERAGEIFS
- Date and Time Formula
- Text Formula
  - Capitalization with UPPER, LOWER, PROPER & TRIM
  - Combining Text with CONCATENATE (&)
  - Extracting Strings with LEFT, MID, RIGHT & LEN
  - Converting Text to Values with TEXT & VALUE
  - Searching Text String with SEARCH & FIND
  - Categorizing Data with IF(ISNUMBER(SEARCH))
  - Combining RIGHT, LEN, and SEARCH
  - Replacing Text with SUBSTITUTE
- Lookup & Reference Functions
  - Working with Named Ranges
  - Counting Rows & Columns with ROW/ROWS & COLUMN/COLUMNS
  - Introduction to Vlookup / Hlookup
  - Combining Index / Match