Grapevine Computing

Excel - Advanced Functions and Data Analysis

Duration: One day

Overview – This course builds upon the functions introduced in previous courses, taking some elements of the functions to a higher level and introducing many new functions. The IF function is expanded to included AND and OR elements and VLOOKUP with error functions are introduced.

Who Should Attend – Any user who has a sound knowledge of Excel wanting to expand their knowledge of the functions available. The aim of this course is to give the user a good overview of the many different types of functions available and the way many of them work together to produce powerful manipulative spreadsheets.

Content

Financial Functions

➤ Use functions to calculate monthly payment, interest payments and future values of investments using functions such as PMT, CUMIPMT and FV

Text Functions

➤ Extract data from text within your spreadsheets by using functions such as LEFT, RIGHT, MID, TRIM, UPPER, LOWER and REPLACE.

Using Logical Functions

➤ Make the IF function more powerful by incorporating AND or OR to allow different scenarios
➤ Nesting functions to remove error codes
➤ Using VLOOKUP, HLOOKUP in nested situation and with CHOOSE
➤ MATCH and INDEX

Data Analysis Tools

➤ Use Solver

Working with Data Tables

➤ Create multiple scenarios by creating data tables to extrapolate information

Conditional Formatting

➤ Highlight dates, ignore blank cells, show dates quickly and clearly using formulas.

Other Functions

➤ Learn functions such ABS, ROUND, ROUNDUP, ROUNDDOWN, CEILING and FLOOR and use them nested in other functions

Using Date and Time Functions

➤ Use the various Date and Time functions on their own or nested in other functions to add versatility to your spreadsheet. WEEKDAY, DATE, NOW, TODAY, DATEDIF, EOMONTH and NETWORKWEEK amongst others.

Excel Course Progression

VBA			Improve Efficiency with VBA Programming	
Excel	Formatting, Functions and Formulas	Working with Data, Data Integrity and Charts	Basic Data Analysis and Conditional Functions	Advanced Functions and Data Analysis
Excel Power Tools			Pivot Tables and Power Query	PowerPivot Understanding DAX