

Course Overview



Microsoft EXCEL

½ Day Workshop

Formulae & Functions

Course Description

This course is designed for those people who have attended the Introduction to Excel and wish to learn more about Formulae & Functions. You'll start by creating basic formulae to refresh you on the structure of a formula and absolute & relative cell references. Next, you'll learn about data labels and using "natural language" range names to make your formulae easier to read. You'll add several new functions to your knowledge base, the most powerful of which is the "If statement". Finally, all of the exercises used in this course are contained in an electronic workbook, which you can take away for future reference!

Course Objectives

Upon completion of this course, you will be able to:

- Understand and apply the principles of formulae structure
- Define, create and apply range names
- Create a simple formula to perform a standard calculation
- Use Excels Paste Function tool to access and use Excels built-in functions
- Use functions to automate your worksheets and save time in analysing data
- Use "If statements" and nested "If statements" to automate data input
- Combine functions to create complex formulae, the easy way!
- Use data validation to maintain to integrity of your data

Course contents

Revision - Basic Formulae

- Revision of Order of precedence
- Revision of Formula structure
- Revision of absolute & relative cell references

Using key Functions

- Revision of Min, Max, Average & Count functions
- Using CountIf, SumIf, CountA & CountBlank
- Using rounding, text manipulation and date & time functions

Using range names

- Defining a range name
- Calculating with range names
- Editing range names

Using Logical Functions

- Creating a formula using the "If statement"
- Nesting "If statements"
- Combining "If statements with other logical functions like "And" & "Or"

Using data validation

- Setting validation criteria
- Setting validation messages
- Using and editing data validation functions

Using Comments

- Creating a comment in a cell
- Editing or removing a comment
- Printing comments

Who should attend?

All you need to be able to get the best out of this course is to have a good understanding of Excel basics - See the Introduction to Excel overview if you are not sure what the basics are.