



Course Outline

Advanced Functions and Formulas

Prerequisites:

- Skills learned in our Excel Level-1 or Level-2 course or equivalent everyday work experience of using MS Excel.
- Proficiency in Windows environment with excellent mouse skills. Some keyboard skills also required.

Platform:

- Windows PC:
Microsoft Excel 365/2019/2016/2013
- Our Excel training is not compatible with Mac computers. In the past, Mac users have taken our training and applied it to Mac environment on their own.

What is covered in the course?

- Linking several worksheets to create a summary
- Working with Structured References
- Linking several workbooks to create a summary
- Working with Array Formulas
- Function IF nested
- Function AND nested
- Function OR nested
- Function NOT
- Function OFFSET
- Function INDIRECT
- Function SUMIFS
- Function COUNTIFS
- Database Function DSUM
- Database Function DCOUNT
- Database Function DAVERAGE

Please note: To keep our course content most relevant, we may modify the course outline from time to time based on the feedback received from the past participants. Please check the latest just before registering.