Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Excel courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

159,00 €

PRICE INCL. VAT

195,57 €

including 23 % VAT

Macrosoft školiace centrum

Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Excel Formulas and Functions

Clear overview of course topics, training scope and key information.

The Excel formulas and functions training is focused on a detailed explanation of creating formulas and functions in Excel. The aim of the course is to gain an overview of the most commonly used functions from various areas.

COURSE CONTENT

01 **Basics of Using Formulas and Functions**

Syntax of formulas and functions, nesting functions, division of functions into categories, working with names and references, naming ranges, naming ranges also with formulas, absolute and relative references, dynamic ranges and their intersections, linking worksheets - reference to another worksheet

02 **Debugging Formulas**

Watch window, formula checking mode and panel, arrows, tools, evaluate formula, error checking

03 **Circular References**

Removing intentionally circular references

04 **Conditional Calculations and Logical Functions**

IF, nested IF, AND, OR, SUMIF, COUNTIF

05 **Lookup Functions**

HLOOKUP and VLOOKUP, INDEX and MATCH, INDIRECT and ADDRESS

06 **Date Functions**

TODAY, NOW, DATE, YEAR, MONTH, DAY, DATEDIF, NETWORKDAYS

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07 Text Functions

CODE, CHAR, TEXT, FIND, LEN, LEFT, RIGHT, MID, SEARCH, REPLACE, SUBSTITUTE, REPT, CONCATENATE

08 Information Functions

INFO, ISNUMBER, ISERROR etc.

09 Array Formulas

Their use, one-dimensional and two-dimensional arrays, discussion, conclusion

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This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/excel-formulas-and-functions