



Useful Formulas & Functions (Microsoft Excel 2007 & 2010)

Course Aims

Get a head start in acquiring the knowledge of using Formulas in your daily work as well as expand your Microsoft Excel knowledge. This one day course will empower you to have answers to excel question at your fingertip. There a numerous and a varied number of new tips you will learn irrespective of the Excel version used. This course will serve as a refresher as well as a reference. The course is for users at all levels, from beginners through intermediate and advanced.

Pre-requisites

An user of Microsoft Excel 2007 or 2003 for at least 1 year.

Level	Duration	Time
Intermediate	1 Day / 7.5 Hours	9:00 am to 5:30 pm

Module 1. Formula and Functions Basic

- Formula basics
- Using cell references
- Copy formula without changing cell reference
- Transpose formula
- Using nested functions
- Practice

Module 2. Statistical and Logical Functions

- Perform calculation using CountIF
- Perform calculation using SumIF
- Perform calculation using AverageA
- Using IF function to prevent division by zero
- Using IsError function to avoid error display
- Creating multiple conditions using nested IF
- Using logical function OR, And within IF
- Practice

Module 3. Lookup and Reference Formulas

- Using Vlookup to find specific data
- Using Hlookup to find values in rows
- Using Match and Index to retrieve data
- Practice

Module 4. Text Formulas

- Changing case of text
- Append text and numerical value
- Convert imported text format into numbers
- Break imported date field into individual columns
- Extract text within a cell
- Practice

Module 5. Date and Time Formulas

- Perform addition to Date fields
- Calculate difference between two Dates
- Perform calculations with Time fields
- Practice

Module 6. Array and Database Functions

- Using Array Formulas
- Calculate the difference between Maximum and Minimum values
- Using Frequency function to Count responses
- Using Database functions DSum and DCount
- Practice

Module 7. Efficiency Tips

- Shortening worksheets names
- Protecting cells containing formulas
- Using Data Validation
- Displaying Formula syntax
- Using Auditing Tools for errors checking
- Tracing precedent and dependent
- Adding comments to worksheet
- Practice