

[EX03-200-2016]: Power Functions in Excel 2016

Length	: 1 Day
Audience(s)	: Excel users with experience using spreadsheets, ready to go beyond the basics, and want to get a deeper mastery of Excel formulas and functions. No prior experience with Excel formulas and functions needed
Delivery Method	: Instructor-led (Classroom)

Course Overview

Excel Formula and Functions provide a powerful way to carry out automate calculations on your data and streamline your work. Participants will learn in detail, how basic operators and functions work, some common types of functions available and their applications.

Audience Profile

- Basic Excel usage and operating concepts
- Able to use a Microsoft Windows computer

Course Outline

Module 1: Working with Tables

Lessons

- Formatting Data as a Table
- Elements of an Excel Table
- Managing Data in a Table
- Using Totals Rows in Table
- Using Slicers to Filter Data

Module 2: Excel Protection

Lessons

- Protecting Excel File
- Protecting the Current Worksheet and Cells
- Protecting Workbook Structure

Module 3: Exploring Excel Functions

Lessons

- What are Functions
- Introducing the Function Library
- Finding the Right Functions
- Inserting Functions
- Some Useful and Commonly Used Functions
- Using Formula Auditing Tools

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Module 4: Using Functions in Excel

Lessons

- Using the IF Function
- Using Nested IF Functions
- Using the SumIF and AverageIF Functions
- Using Conditional Summary Functions
- Using Text Functions
- Using Lookup Functions
- Using Index and Match Functions
- Using Date and Time Functions
- Using Database Functions
- Using Financial Functions
- Using Subtotal Functions

Module 5: Consolidating Workbooks

Lessons

- Calculating across Multiple Worksheets / Workbooks
- Consolidating Workbook / Worksheets

Module 6: Conditional Formatting

Lessons

- Apply Conditional Formatting Rules
- Conditional Formatting

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