

Microsoft Excel Functions

OVERVIEW

The **Microsoft Excel Functions** course is a specialist program designed for users who already understand the basics of formulas and want to work more confidently and efficiently with Excel functions. This course focuses on applying a wide variety of built-in functions to solve real-world calculation and data analysis problems.

Participants learn how to use logical, lookup, mathematical, statistical, financial, text, date, and information functions effectively. The course is highly practical and is ideal for anyone who regularly works with formulas and wants to improve accuracy, consistency, and efficiency in their spreadsheets.

LEARNING OUTCOMES

By the end of the course, you will be able to:

- **Use logical functions** to test conditions and control calculation outcomes
- **Apply lookup and reference functions** to retrieve and match data accurately
- **Use mathematical functions** to perform complex calculations
- **Apply statistical functions** to analyse and summarise data
- **Use financial functions** to perform common financial calculations
- **Work with date and time functions** to calculate durations and schedules
- **Manipulate text using text functions**
- **Use information functions** to test, check, and validate worksheet data

These outcomes help participants build reliable, flexible spreadsheets and reduce errors when working with complex formulas.

PREREQUISITES

- Participants should understand how formulas work in Excel
- Familiarity with basic functions such as SUM and AVERAGE is recommended
- This course is best suited to users who already work regularly with formulas

DURATION & DELIVERY

The duration of this course is 1 day, without alterations.

We offer flexible delivery options to suit your team and environment:

- **Onsite at your workplace** – Practical training using realistic examples and datasets
- **Live online training** – Instructor-led, interactive sessions delivered via your preferred platform
- **Customised delivery** – Combine function topics with other Excel courses to suit your data and business needs

All training is delivered by experienced Excel specialists with strong real-world problem-solving expertise.

MICROSOFT EXCEL TRAINING PATHWAY

Our Microsoft Excel training is offered across three progressive one-day courses – **Introduction**, **Intermediate**, and **Advanced** - supported by a range of **specialist Excel courses** focused on advanced analysis, functions, and automation. Whether you are new to spreadsheets, building stronger analytical skills, or automating complex Excel solutions, there is a course tailored to your needs.

All courses can be delivered as is, or we can customise a training program, so your team completes the exact topics they need in the number of days that suits your organisation.

CORE EXCEL COURSES

- **Microsoft Excel Introduction** – Learn the fundamentals of creating, editing, formatting, and managing spreadsheets, with a strong focus on accuracy, good design, and practical everyday use.
- **Microsoft Excel Intermediate** – Build more productive workbooks using formulas, functions, advanced formatting, charts, tables, and analysis tools such as Goal Seek and Quick Analysis.
- **Microsoft Excel Advanced** – Work with complex data, including PivotTables, data consolidation, advanced filtering, validation, protection, macros, and collaboration features.

SPECIALIST EXCEL COURSES

- **Microsoft Excel Functions** – Work confidently with logical, lookup, financial, statistical, text, and date functions.
- **Microsoft Excel Data Analysis Add-Ins** – Analyse and visualise data using Power View, Power Pivot, Get & Transform, and Power Map.
- **VBA for Excel** – Automate Excel processes and build custom solutions using VBA.

COURSEWARE

High quality learning materials are available for purchase for each student.

Some of the courseware provided is based on the **2016 edition of Microsoft Excel**. While the version number may appear older, the foundational concepts, workflows, scheduling logic, and functionality covered in the materials remain **fully relevant and accurate** for all current versions of Excel.

Where version differences exist — such as interface updates, new capabilities, or enhanced features — **our trainers will point these out during the session and incorporate them into the training**. This ensures participants always learn the most current, applicable, and practical information for the version your organization uses.

We do hope to update the courseware in the future.

COURSE DETAIL**Logical Functions**

- Understanding Logical Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- Using IFERROR
- Using TRUE and FALSE
- Using AND
- Using OR
- Using NOT

Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP for Exact Matches
- Using HLOOKUP
- Using INDEX
- Using Match
- Understanding Reference Functions
- Using ROW and ROWS
- Using COLUMN and COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET

Maths Functions

- Understanding Maths Functions
- Using SQRT
- Using ABS
- Using INT
- Using TRUNC
- Using ROUND
- Using ROUNDDOWN and ROUNDUP
- Using ODD and EVEN
- Using CEILINGMATH
- Using MROUND
- Using PRODUCT
- Using SUMIF
- Using SUMIFS
- Using SUMPRODUCT

Statistical Functions

- Understanding Statistical Functions
- Status Bar Statistics
- Using COUNT and COUNTA
- Using COUNTBLANK
- Using COUNTIF
- Using MODE
- Using MEDIAN
- Using LARGE and SMALL
- Using STDEV
- Using VAR

Financial Functions

- Understanding Financial Functions
- Using PMT
- Using FV
- Using NPV
- Using PV
- Using RATE
- Using EFFECT
- Using NOMINAL

Date and Time Functions

- Understanding Date and Time Functions
- Using NOW
- Using HOUR and MINUTE
- Using TODAY
- Calculating Future Dates
- Using DATE
- Using Calendar Functions
- Using WEEKDAY
- Using WEEKNUM
- Using WORKDAY
- Using EOMONTH

Text Functions

- Understanding Text Functions
- Using the PROPER Function
- Using the UPPER and LOWER Functions
- Using the CONCATENATE Function
- Using the LEFT and RIGHT Functions
- Using the MID Function
- Using the LEN Function
- Using the SUBSTITUTE Function
- Using the T Function
- Using the TEXT Function
- Using the VALUE Function

Information Functions

- Understanding Information Functions
- Using the CELL Function
- Using the ISBLANK Function
- Using the ISERR Function
- Using the ISODD and ISEVEN Functions
- Using the ISNUMBER and ISTEXT Functions
- Using the TYPE Function