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Microsoft Office Excel 2016 Functions Training

Overview & Learning Outcomes

The skills and knowledge acquired in **Microsoft Excel 2016 – Functions** are sufficient to be able to use a variety of **Excel** functions, including logical functions, math functions, date and time and financial functions. It is a reference manual and is designed to be used by someone already familiar with how functions are used in **Excel**.

Upon successful completion of this course you should be able to:

- use logical functions to test whether a statement is true or false
- use a range of lookup and reference functions
- use maths functions to solve complex problems
- use a variety of statistical functions
- use a variety of financial functions to perform calculations
- use the date and time functions to perform calculations
- use a range of text functions
- use a range of information functions to test worksheet data

Prerequisites

Microsoft Excel 2016 – Functions assumes some knowledge of **Excel**, including an understanding of how functions are used.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Microsoft Office Excel 2016 **Functions Training Course Outline**

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

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