

Course Name

Excel – Advanced Functions

Course Duration

2 hours

Course Objectives

Do you know some of the functions (SUM, AVERAGE, COUNT etc.) but you keep seeing mystical functions like VLOOKUP, SUMIF maybe even INDIRECT in other people's formulas?

If so, this is the course for you. We explore these, as well as a few others, that can make your spreadsheets so much more flexible and easier to work with.

To give you a break from Functions, we also cover some customisation options in Excel.

Fed up with hiding and unhiding columns/rows all the time? Fed up with copying and pasting lists that you use over and over again? Get bogged down looking at detail and would like to just see your summary figures? This extra section is perfect for solving those irritating little issues.

Course Content

• Functions

- Using IF and VLOOKUP
- IFERROR – get rid of those irritating #DIV/O! errors
- SUMIF and COUNTIF – easily and quickly get totals from your data.
- INDIRECT – this sounds weird, but you can create a formula to look at something that doesn't exist yet!

• The other bits

- Create a custom view
- Create a custom list
- Outline your worksheet

What's next?

Functions and formulas in Excel are great and a main part of working with Excel. However, why not have a look at working with Excel – Databases & Charts, or Excel – PivotTables & What-If Analysis.

Prerequisites

This course does assume that you have some prior experience of using Functions in Excel.

If you've looked at the Excel – Basic Calculations course and thought "easy!" then this will take you onto the next level.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**