

MS Excel Power User Course–1 day

Advanced

“Functions and Formulas”

Prerequisites

In order to successfully master Excel Power User, Excel Advanced must have been completed.

The user must be confident with at least 80% of the course material from the Excel Advanced course.

The course lecturing takes up $\frac{3}{4}$ of the day, where after the delegates are assigned with projects to complete in the classroom.

By assigning these projects we ensure and test their understanding of the course matter.

Text Functions

Joining Cells (Concatenate)

Remove spaces and Non-printing Characters (Trim & Clean)

Count Characters in a String (Len)

Change Text Case

Extract Characters

Substitute Characters

Date and Time Functions

Display the Current Date

Calculate the number of days between 2 dates

Calculate the number of work days between 2 dates

Calculate the number of months/years between 2 dates

Calculate a person's age

Count & Sum Functions

Count the number of Cells

CountIF Functions

Using And/Or criteria with CountIF/CountIFS

Frequency Distribution

SumIF/SumIFS

AverageIF/AverageIFS

More Functions

Match and Index Function

Compare different Lookup Types

Logical IF Functions

Filter Data Validation based on another list

RandBetween