ADVANCED EXCEL 1
FORMULAS
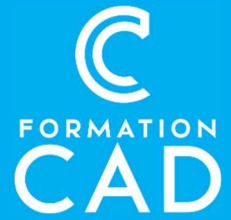
FORMATION CAD

Duration: 3 hours
Prerequisites:
- Knowledge of the Windows environment
- Have completed the *Excel Basics course* or have equivalent knowledge
- Have access to a computer and Microsoft Excel (versions 2013, 2016 or OFFICE 365)
Attestation: yes

Learning tolls:
- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:
- Learn to read a formula
- Be able to build advanced formulas and perform complex calculations.

PROGRAM:

FUNCTIONS

STATISTICS

- Refresh on simple formulas
- Understand absolute, relative and mixed references
- Statistic: AVERAGE, COUNT, COUNTA, MAX, MIN, COUNTIF, AVERAGEIF

MATHS & TRIGONOMETRY

- SUMIF
- Age calculation: INT or DATEDIF

TEXT

- UPPER, LOWER, PROPER
- CONCATENATE
- TRIM, SUBSTITUTE
- LEFT, RIGHT
- CONCAT

DATE

- TODAY, NOW
- YEARFRAC
- YEAR, MONTH, DAY, NETWORKDAYS

LOGIC AND INFORMATION

- simple IF nested
- complex IF nested (with multiple logics)
- IF, AND, OR
- ISBLANK

OTHER

PASTE SPECIAL

- Transpose
- Paste formula, value

CONVERT DATA

- Separate data to spread across multiple columns
- Convert data to number, text, or date

QUESTIONS & ANSWERS