Excel Formulas and Functions

Duration: 3 Hours

Who should attend:
This course is aimed at delegates who need to enhance their basic Excel skills by producing custom formulas or using some of the more complex functions in Excel.

You will learn how to create mathematical formulas using addition, subtraction, multiplication, division and brackets. You will also learn how to name cells and ranges of cells for future use, and how to utilise key advanced functions for date and time, text based data. Finally you will learn how to work across multiple worksheets and multiple workbooks to produce results.

Pre-requisites:
Delegates should have attended our **Excel Updating Worksheets** course or have equivalent knowledge.

Content
Entering Formulas
Basic Formulas
Order of Operations (BODMAS)
Basic Mathematical Functions
Referencing Other Cells in Formulas

Advanced Formulas and Functions
Inserting Functions
Formula Building Recommendations
Naming Cells and Ranges
Logical Statements

Detailed Function Types
Date and Time Calculations
Text and Data Functions
Mathematical Functions
Statistical functions
Multiple Worksheets and Workbooks
Referencing Cells in Other Worksheets
Referencing Cells in Other Workbooks
Opening Workbooks with External References