Excel Advanced Formulas and Functions

Duration: 3 Hours

Who should attend:
This course is aimed at delegates who need to create Excel Worksheets with conditional functions, data validation, and error protection, as well as database functions in them.

You will learn how to create formulas with logical statements in them using the AND, OR and NOT functions. You will also learn how to create IF statements in Excel functions to get results based on other information. You will also learn how to use the IS function to identify errors in data. You will also learn how to setup cells so that they contain specific data types, ensuring the correct data is entered into cells. Finally you will learn how to use the HLOOKUP and VLOOKUP functions to return data from other data sets.

Pre-requisites:
Delegates should have attended our **Excel Updating Worksheets** course and our **Excel Formulas and Functions** course, or have equivalent knowledge of both courses.

Content
Advanced Formulas and Functions
Inserting Functions
Formula Building Recommendations
Logical Statements
Conditional Formulas (AND, OR, NOT)
IF Functions
Nested IF Functions
Combining IF with AND, OR, and NOT
IS Functions
Using IS with IF to Change Error Messages

Data Validation
Understanding Data Validation
Input Messages
Error Alerts
Using Lists

Database Formulas and Functions
The LOOKUP Function
Array Lookup
Vector Lookup
The VLOOKUP Function
The HLOOKUP Function