MICROSOFT EXCEL
FORMULAS EXPERT

Developed for users who need to clean up imported data, or build models for other users. A variety of different Excel functions will be explained and used in practical, real life examples to improve your Excel productivity.

ODYSSEY TRAINING™

An **SGS** Company

X | **1** DAY

Prerequisites

Participants will need to have attended or be familiar with all the topics covered in the Microsoft Excel Advanced course, including common functions such as SUM, IF, and VLOOKUP.

Expected outcomes

- Explore advanced formulas using logical, text, data and time functions.
- Understand and use array formulas.
- Use a range of different lookup functions to extract data from lists.
- Apply complex conditional formatting using a formula.
- Establish data entry rules with advanced data validation.
- Write formulas to handle errors, and audit a workbook to find error sources.

Advanced statistical and logical functions

- SUMIFS
- COUNTIFS
- nesting IF functions

Advanced lookup functions

- XLOOKUP
- VLOOKUP and the MATCH function
- INDEX and MATCH function
- INDEX and MATCH on 2 dimensions
- INDIRECT function

Error check and audit

- Understanding circular references
- Understanding error values
- Trace arrows
- Go to special
- Watch window
- ISERROR function
- IFERROR function

Text, date and time functions

- Understand the following functions to clean up imported text
- TRIM function
- VALUE function
- CONCATENATE function
- TEXT function
- SUBSTITUTE function
- LEN function
- TEXT function
- FIND function
- LEFT, MID, RIGHT functions

Understand dates and times in Excel

- TIME function
- DATE function
- YEARFRAC function
- NETWORKDAYS function
- WORKDAY function
- DATEVALUE function

Use dynamic array functions

- Understanding a dynamic array
- Handling a #SPILL Error
- FILTER Function
- UNIQUE Function
- SORT and SORTBY Functions
- Classic array formulas

Conditional formatting with formulas

- Formula driven conditional formatting
- Rule precedence
- Applying formatting to an entire row

Data validation using formulas

- Custom data validation
- Custom validation criteria
- Prevent duplicates
- Limit the total of a list

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Who should attend

This course has been developed for users who need to clean up imported data, or build models for other users.

Practical, relevant training developed for the Australian workplace.

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