

Microsoft Excel Formulas & Functions II

Prerequisites: Microsoft Excel Formulas & Function I (The student will need to bring to class the book they received from the Formulas & Function I class)

Schedule: Full day

Course Objective

This one day class is the second class in a two class series on Microsoft Functions. The class is for experienced Excel users. The class is built upon the first Formulas and Functions I class. The class will cover many of the lesser know but very powerful Excel functions and Excel design techniques. The functions allow the user to design complex workbooks. Extensive use of practical examples will be present to show the capability of these functions.

Upon completion of the class, the student will have a better knowledge of how to use these functions in designing advanced Excel workbooks.

Outline

1. Special Build Formulas

- a. Building Function Arguments with Concatenation
- b. Creating Formulas Using Plain Language

2. Named Ranges

- a. Dynamic Range Names
- b. Creating Names with Create
- c. 3 Dimensional Range Names
- d. Label Ranges
- e. Sheet Level Names
- f. Paste List
- g. Naming Constants
- h. Naming Formulas

3. Statistical Function

- a. MOD
- b. INT
- c. RAND
- d. ROUND
- e. CEILING
- f. FLOOR

4. Lookup

- a. LOOKUP
- b. INDEX
- c. MATCH
- d. OFFSET
- e. INDIRECT

5. Using Logic Formulas to avoid using AND and OR Functions

6. Introduction to Array Formulas

- a. SUMPRODUCT
- b. SUMSQ

7. Financial

- a. PMT
- b. IPMT
- c. PPMT
- d. FV

8. Date Time Functions

- a. DATEDIF
- b. WEEKDAY
- c. TIME
- d. DATEVALUE
- e. DATE
- f. WORKWEEK

9. Text Functions

- a. TEXT
- b. VALUE

10. Information

- a. ISERROR
- b. ISNUMBER
- c. ISTEXT
- d. N
- e. NA
- f. CELL

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