

# Microsoft Excel Formulas & Functions I

**Prerequisites:** The student must be a current Excel user and have taken at least the Fundamentals and Intermediate Excel or have equivalent experience and has taken the Excel Tips and Techniques Class.

---

## Course Objectives

This one day class is designed for people who need to improve their Excel skills, and the use of Excel is critical to their job. The class will learn the techniques on how to quickly build formulas using the three addressing methods absolute, mixed and relative addressing. An introduction to many of Excel's functions and when to use them will be shown using practical examples and class exercises. Upon completion of the class, the student will have a better knowledge of how to design advanced Excel workbooks.

A follow up class, Excel Formulas & Functions II, is offered for those students that want to learn additional Excel functions. These little know functions provide the user with powerful tools in creating more complex spreadsheet.

---

## Outline

### 1. Formula Creation

- a. Relative Addressing
- b. Absolute Addressing
- c. Mixed Addressing
- d. Using Range Names
- e. Copying Formulas

### 2. Function Definitions

- a. Elements of a Function
- b. Max Arguments in a Formula

### 3. Creating Formulas

- a. Typing
- b. Point Method
- c. Paste Function
- d. Paste Name

### 4. Formula Errors

- a. Error Types
- b. Error Causes
- c. Correction of Errors
- d. Using the ISERROR Function
- e. Avoiding errors when copying functions

### 5. Named Ranges

- a. Creation
- b. Use in Formulas
- c. Use across workbooks

### 6. Avoiding future errors in SUM functions

### 7. Logic Functions

- a. AND
- b. OR
- c. IF
- d. Nested IF Functions
- e. CHOOSE

### 8. Data Extract Functions

- a. VLOOKUP
- b. SUMIF
- c. COUNTIF
- d. Natural Language Functions

### 9. Date Time Functions

- a. TODAY
- b. NOW
- c. MONTH

### 10. Text Functions

- a. RIGHT
- b. LEFT
- c. LENGTH
- d. MID
- e. FIND
- f. TRIM

### 11. Financial

- a. PMT
- b. PPMT

### 12. Information

- a. ISERROR
- b. COLUMN

### 13. Building Database with Formulas

Copyright 2007 The Employers Association