



Excel: Advanced Formulas and Functions

Course Length: 3 Hrs

Learn how to work with a wide range of formulas and functions in Excel to perform useful calculations, automate tasks and enhance spreadsheets.

Develop your Excel skills to save time, use LOOKUP functions to find data, ask questions of data with IF statements, link content, combine functions, name cells to simplify formulas and more.

Is this the right course for you?

This is the ideal course if you can already write short formulas in Excel and want to develop your skills to perform more useful calculations.

If you are self-taught and have not learned the most efficient way of working with Excel, we recommend attending the Excel Essentials course prior to this course.

Course Content

Shortcuts

Work at speed with Excel

Learn how to

- Use the keyboard instead of the mouse for frequent commands
- Use smart tags to complete common tasks

Lookup Functions

Look up and display information automatically

Learn how to

- Use the VLOOKUP function to search for and find data automatically
- Edit a VLOOKUP function
- Use the MATCH function to search for data
- Use the INDEX function to return values
- Combine the MATCH and INDEX functions
- Use the HLOOKUP function

IF Statements

Ask questions of data and automatically return values

Learn how to

- Use the IF function to ask questions of data and display information
- Use the IF function to analyse data and perform calculations
- Edit an IF function
- Use multiple IF statements in one formula

Linking Data

Link data across Excel sheets and files

Learn how to

- Link cells using formulas
- Link data across sheets in the same Excel file
- Link data across two Excel files
- Update and manage linked data

Combining Functions

Combine functions within the same formula

Learn how to

- Combine functions within a formula
- Use the ISBLANK function
- Use the IFERROR function
- Use the AND function
- Use the OR function

Naming Cells

Learn the benefits of using named cells within formulas

Learn how to

- Create meaningful names for individual cells and ranges of cells
- Use the Name Manager to edit named cells
- Add named cells to formulas

More information

Feedback from trainees

The content and delivery was fantastic and I have learned a lot of useful skills which I am already applying at work.

Very useful training which will increase my effectiveness with Excel and working productivity.

Suitable for all versions of Excel

This course is suitable for all versions of Excel, whether you are using a Windows laptop or desktop, an Apple Mac or mobile device. All releases of Excel are also covered, from the oldest to the latest.

Training delivered in context with your business

All courses are delivered in context with your business practices, helping you recognise how skills can be applied at work.

Further training

Excel Formulas and Functions is an IQ-IT core skills course, focusing on learning fundamental skills to gain the most from Excel. If you would like to learn more about Excel or any MS Office software, you can attend another core skills course or tailor a course to suit you. To find out more, please visit www.iq-it.co.uk.