Microsoft® Office Excel Level 4: Advanced Functions

Training Course Content

Course Objective: Excel is one of the most powerful applications ever created. Take your skills and knowledge beyond the basic and intermediate level functions. Learn to harness the power that Excel offers by using more advanced formula techniques. Once you've worked with these functions, you'll be able to make Excel do some pretty amazing things. In this course we'll cover up to 40 Excel functions in a single day!

Prerequisites: Due to the content, this course is fast paced. You should be very comfortable with the use of functions in Excel prior to enrolling. To ensure your success, we highly recommend taking Excel Levels 1, 2, & 3 or have advanced level knowledge.

Before enrolling in this class, you should feel comfortable using the following:

- IF and nested IF functions
- Basic VLOOKUPS, SUMIFS and COUNTIFS
- Absolute References, and applying Cell Names

All of these items are taught in our level 2 class. If you have any questions, feel free to contact us to discuss if this course is right for you.

- Excel 2016 and earlier users: Please note that our standard class is currently taught using version 2010 due to the similarities with Functions between versions. Users on other versions of Excel should have no real difficulties navigating in this class since Excel's Insert Function feature is easily accessible and similar in all versions.

- Private Corporate training can be taught using 2007, 2010, 2013, or 2016

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Advanced Lookup Techniques

In this lesson, we introduce several lookup related functions that you can use to find a value in a table, column or row. We'll discuss the three primary lookup functions, as well as include several alternative functions that go beyond the standard techniques. We'll also address how to create flexible lookup formulas for frequently changing data.

Lesson 2: Manipulating Text with Functions

Excel has an assortment of functions that can handle text or be used to convert text values to actual dates and times. In this lesson, we'll cover uses for important text functions, and we'll also teach you how to convert annoying text based numbers and dates into actual values.

Lesson 3: Using Date & Time Functions

Working with dates in Excel can be frustrating, so we'll help you understand how Excel handles time based data. In this lesson, we'll explore several Date and Time functions which can make things much easier.

Lesson 4: Advanced Summing & Counting Techniques

Many of the most frequently asked spreadsheet questions involve summing, counting, and averaging values in some fashion - such as cumulative sums, multi-condition averages, or counting only specific records. In this lesson, we'll address some of these advanced and lesser known math functions available in Excel.

Lesson 5: Statistical, Rounding & Related Functions

Excel has many statistical and rounding functions. In this lesson, we will discuss some of the most frequently used functions and apply them to useful scenarios. Examples include finding the correlation between two data sets, rounding to a particular value, converting units, and more.

Lesson 6: Frequently Used Financial Functions

Performing calculations involving money are some of the most common uses of Excel. In this lesson, we'll discuss several of these financial related functions and discuss the different ways they can be used.

Lesson 7: Error Handling Functions

A common frustration with many Excel users is dealing with formulas that display errors - such as #DIV/0, #N/A, etc. Formulas that are built correctly can still display error messages. These "errors" can then cause issues across the remainder of the spreadsheet such as breaking other downstream formulas as well as just looking bad. In this lesson, we'll discuss these error messages and work with functions and tools to help you deal with them.

Lesson 8: Working with Super-Charged Array Formulas

One of Excel's most interesting and most powerful features is its ability to work with arrays in formulas. Once you understand this concept, you will be able to create formulas that are as elegant as they are powerful. In this lesson, we will introduce the concept of array formulas and provide useful examples.

Lesson 9: Miscellaneous and User-Defined Functions

In this lesson, we'll introduce additional functions that perform various tasks. We'll also introduce the concept of using VBA to create personalized User-Defined functions - examples which you will actually build in our level 5 & 6 courses. **Here are a few of the functions we will discuss:**

IFERROR, CHOOSE, INDEX, MATCH, VLOOKUP, HLOOKUP, LOOKUP, DATE, DATEVALUE, EOMONTH, NETWORKDAYS, WEEKDAY, CONCATENATE, LEFT, RIGHT, MID, SEARCH, REPLACE, FLOOR, FORECAST, NPV, PMT, CSE Array Functions, UDF Functions, and More!