

Excel Formulas and Functions Course Outline

Upon completion of this course, students will be able to:

Create simple formulas

- Explain how to start a formula
- Define the purpose of a formula operator
- Use the five mathematical operators in a numeric formula
- List the five logical operators and describe how they can be used in a comparison formula
- Describe the purpose of the four reference operators and how they can be used in an Excel formula
- Explain what a literal value is
- Reference another cell
- Reference a range of cells
- Reference a cell on another worksheet
- Reference a cell in another workbook

Use AutoComplete to finish a formula

- Finish a formula using Excel's AutoComplete feature

Use absolute vs. relative references

- Explain under what circumstances an Excel reference will change when it is copied
- Explain the difference between a mixed, relative, and absolute reference
- Identify the character that converts a relative reference into an absolute reference

Create a Named Range formula

- Demonstrate how to create a named range
- Explain when and why a named range is more useful than a cell reference
- Create a formula that uses a named range

Create formulas with these functions

Summary

- Sum
- Average
- Count
- CountA
- Min
- Max
- Small
- Large
- Median
- Mode
- CountIf
- Countifs
- SumIf
- SumIfs

Lookup

- Indirect
- Match
- Index
- Offset
- VLookup
- HLookup

Round

- Round
- RoundUp
- RoundDown
- MRound
- Ceiling
- Floor
- Int
- Odd
- Even

Math

- Abs
- Mod
- Quotient
- Roman
- Percentile
- Quartile
- Random
- Number
- Generators
- Rand
- RandBetween

Text

- Concatenate
- Left
- Right
- Mid
- Clean
- Trim
- Exact
- Find
- Search
- Upper
- Lower
- Proper
- Replace
- Substitute
- Rept
- Value

Logical

- If
- And
- Or
- Not

Information

- Cell
- Row
- Column
- Address
- IsBlank
- IsNumber
- IsNonText
- IsText
- IsErr
- IsError
- IsNA

Date

- EoMonth
- EDate
- Networkdays
- Weeknum
- Workday
- Weekday
- Day
- Month
- Year
- Now
- Today
- DateValue
- Date