

## Microsoft Excel Expert - Formulas and Functions (level 3) – 1 day

is breathing as natural for you as working with Excel? You already have the necessary skills in Excel learned in practice or from the Excel course level 2? The join the training where we focus on the use of formulas and functions. You will be the Excel guru of your department! Don't work around your Excel problems anymore, it's time to solve them once and for all.

### Audience

Users who work with Excel daily, and who want to provide quick and efficient solutions to existing problems. After this course your "toolbox" will be filled with equipment to reach this goal. All function categories are covered in this training.

### Prerequisites

You will find the necessary prerequisites in the training Excel Basics (level 1) and Excel advanced (level 2). This Excel Expert (level 3) course is intended for experienced users.

### Contents

#### Formulas and functions

- Short rehearsal of the basics if needed (SUM(), AVERAGE(), MAX(), MIN(), COUNT(), IF(), ETC.
- Copying formulas:
  - With the fill tool
  - Absolute and relative references
  - Combination of absolute and relative references
- 3-D formulas

#### Links to other sheets

- Links to other sheets and files
- Repair a broken link
- Email files with links

#### Functions continued

- Popular functions (IFERROR(), SUMIFS(), COUNTIFS(), VLOOKUP(), INDEX(), MATCH() ETC.
  - Function categories
  - Financial
  - Date & time
  - Math
  - Statistical
  - Lookup & reference
  - Text
  - Logical

#### Nesting functions

##### Use of named ranges

- Create a named range
- Create a set of names from selection
- Use named ranges in formulas

##### Structured references

- use of table names and table column names in your formulas
- Entering table column names by keyboard or by mouse
- Copying structured references

#### Array formulas

- What is an array formula?
- How do you use array formulas?
- Advantages and disadvantages of array formulas

#### Working together in Excel

- Protecting your sheet on 3 levels
  - File
  - Sheets
  - Cells
- Sharing a file (legacy module!)
  - Advantages and disadvantages of sharing a file
  - Track changes
  - Accept or reject changes

