



## Microsoft Excel Advanced – Formulas & Functions

Do you want to develop your Excel knowledge and skills further? Join the Excel Advanced course where formulas and functions will be extensively discussed. You will become the Excel specialist of your department! Get to know formulas and functions within Microsoft Excel and configure Excel to your preferences. Problems become only minor challenges after taking this course.

### Course duration

The duration of this course is six hours, completed in one day.

### Audience

This course is designed for participants who regularly work with Excel and wants to learn more about formulas and functions. All types of function categories in Excel will be covered so you have much more “tools” to achieve this goal.

### Prerequisites

The necessary prior knowledge can be found in the Excel Basic course. This Excel Advanced Formulas & Functions course is intended for experienced Excel users.

### Summary

#### Formulas and functions

- Short refresh of basic formula knowledge (SUM, AVERAGE, MAX, MIN, COUNT)
- Copy formulas successfully:
  - Using the fill handle
  - Absolute and relative cell references
  - Combinations of absolute and relative references



- 3D formulas

## Functions

- Popular functions (IF, SUMIFS, COUNTIFS, VLOOKUP, etc.)
- Function category:
  - Financial
  - Date and time
  - Mathematically
  - Statistically
  - Search
  - Text

## Combine and nest functions

- Use names
  - Create a name manually
  - Create a name automatically
  - Apply names in formulas

## Structured references

- Use formulas for your table and field names
- Enter these references
- Copy these references

## Array formulas

- What is an array formula
- How to use array formulas
- Pros and cons

## Working together within Excel

- Secure on three levels
- Files
- Worksheets
- Cells
- Share files (outdated)



- Pros and cons
- Track changes
- Accept/ignore changes