

EXCEL 2007/2010 FUNCTIONS AND FORMULAS WORKSHOP

Unit Standard	116943, 258878
NQF	4
Credits	7
Duration	2 day
Pre-Requisite Knowledge/Training	Excel 2007/2010 Introduction

SYNOPSIS

In this one-day workshop, delegates will learn how to use and apply the commonly used Functions and Formulas of Excel version 2007 and/or 2010.

COURSE OUTLINE – 2007/2010

- Formulas and Functions Basics:
 - Formula Basics;
 - Use Cell References;
 - Copy Formulas Without Changing Cell References;
 - Transpose a Formula;
 - Copy and paste Values;
 - Perform a Quick Calculation.
- Statistical and Logical Functions:
 - Use CountIf to Calculate Survey Results;
 - Using SUMIF to Add Data that Satisfy Condition;
 - Use AverageA to Include in All Cases;
 - Use IF Function to Prevent Division By Zero;
 - Use IsError Function to Avoid Error Display;
 - Create Multiple Conditions Using Nested IF.
- Lookup and Reference Formulas:
 - Use VLookup to Find Specific Data;
 - Use Hlookup to Find Values in Rows;
 - Use Index & Match to Retrieve Data.
- Text Formulas:
 - Change Case of Text;
 - Combine Text and Formatted Numbers;
 - Convert Imported Text Format into Numbers;
 - Break Imported Data Field into Individual Columns;
 - Extract a Name Field into Three Columns.
- Time and Date Formulas:
 - Add a Number to Current Date to Get New Dates;
 - Calculate a Period of Time Between Two Dates;
 - Perform Calculation with Time Fields.
- Array and Database Functions:
 - Use Array Formulas;
 - Calculate the Difference between Maximum and Minimum Values in an Array;
 - Find Value in List;
 - Use Frequency Function to Count Responses;
 - Analyse Data in a Database.

- Efficiency Tips:
 - Reduce Formulas Recalculation Time;
 - Enter Formulas Quickly by Shortening Sheet Names;
 - Select & Protect Cells Containing Formulas;
 - Reduce Data Entry Errors By Using Data Validation;
 - Display & Print Formula Syntax;
 - Use Auditing Tools to Check for Errors;
 - Check Data By Using Trace Precedents;
 - Use Comments to Annotate Your Worksheet.

COURSE OUTCOMES

Upon successful completion of this workshop, learners will be able to demonstrate their ability to:

- Use Relative and Absolute Cell addressing in functions;
- Use Common Excel Functions of Financial, Statistical, Date & Time; Look up and Reference;
- Work with Range Name/s, IF Statement and Nested IF Statements;
- Work with Array Formulas;
- Apply their knowledge practically to their advanced Excel usage of Formulas and Functions as per the content covered.