

FlexiCoach

Software Coaching and Consulting

Microsoft Excel Essentials

This is an elective subjects course, specialising in understanding and using a wide range of Excel Functions. Included in this course are Lookup, Logical and Text Functions as well as a range of others.

Logical Functions

Understanding Logical Functions

Using IF With Text

Using IF With Numbers

Nesting IF Functions

Using IFERROR

Using TRUE and FALSE

Using AND

Using OR

Using NOT

Lookup Functions

Understanding Data Lookup

Functions

Using CHOOSE

Using VLOOKUP

Using VLOOKUP for Exact Matches

Using HLOOKUP

Using INDEX

Using Match

Understanding Reference Functions

Using ROW and ROWS

Using COLUMN and COLUMNS

Using ADDRESS

Using INDIRECT

Using OFFSET

Maths Functions

Understanding Maths Functions

Using SQRT

Using ABS

Using INT

Using ROUND

Using ROUNDDOWN and ROUNDUP

Using ODD and EVEN

Using CEILINGMATH

Using MROUND

Using PRODUCT

Using SUMIF

Using SUMIFS

Using SUMPRODUCT

Statistical Functions

Understanding Statistical Functions

Status Bar Statistics

Using COUNT and COUNTA

Using COUNTBLANK

Using COUNTIF

Using MODE

Using MEDIAN

Using LARGE and SMALL

Using STDEV

Using VAR

Financial Functions

Understanding Financial Functions

Using PMT

Using FV

Using NPV

Using PV

Using RATE

Using EFFECT

Using NOMINAL

Date and Time Functions

Understanding Date and Time

Using NOW

Using HOUR and MINUTE

Using TODAY

Calculating Future Dates

Using DATE

Using Calendar Functions

Using WEEKDAY

Using WEEKNUM

Using WORKDAY

Using EOMONTH

Text Functions

Understanding Text Functions

Using the PROPER Function

Using UPPER and LOWER

Using the CONCATENATE Function

Using the LEFT and RIGHT Functions

Using the MID Function

Using the LEN Function

Using the SUBSTITUTE Function

Using the TEXT Function

Using the VALUE Function

Information Functions

Understanding Information Functions

Using the CELL Function

Using the ISBLANK Function

Using the ISERR Function

Using the ISODD and ISEVEN Functions

Using the ISNUMBER and ISTEXT Functions

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RELATED COURSES

Excel Essential | Excel Intermediate | Excel Advanced | Excel Data Tools & Dashboards



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,
Participant may choose to focus on certain
skills, more than others.**

For further information on this or another
Course, please contact us by email to
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Or submit a request via our website:

www.flexicoach.com.au