



### Advanced Working with Spreadsheet (Formula and Functions) - Stage IV -

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**Duration: 3 Hours**

**Course Objective:**

Microsoft Excel offers a large variety of useful functions that can significantly improve work effectiveness, productivity and results. However, many users cannot take full advantage of Excel 'functions because they do not know what is available or they are not sure how to use them. This 3-hour course is designed to remedy this situation by introducing to you about 7 categories of Excel functions with practical examples and hands-on practice.

**Training Contents:**

**1. Use of Built-in Functions**

- Structure of a Function
- Creating Formula Using Function Library
- Math & Trig Category
  - ROUND
  - ROUNDUP
  - ROUNDDOWN
  - SUBTOTAL
  - SUMIF
  - SUMIFS

- Statistical Category
    - RANK
    - COUNTIF
    - COUNTIFS
    - AVERAGEIF
    - AVERAGEIFS
  - Logical Category
    - IF
    - AND
    - OR
  - Date and Time Category
    - TODAY
    - DAY
    - MONTH
    - YEAR
  - Lookup and Reference Category
    - VLOOKUP
  - Database Category
    - DSUM
    - DAVERAGE
    - DCOUNT
    - DCOUNTA
    - DMAX
    - DMIN
- 2. Formula Auditing**
- Trace Precedent
  - Trace Dependent
- 3. Create or Delete a Macro (Focus more)**
- Record a Macro
  - Run an Excel Macro
  - Delete a Macro