



EXCEL FORMULA COMBO

SKILL LEVEL : ADVANCED
DURATION : 1 FULL DAY

Mobile MOUSE
Unit 1 / 41 Action Rd
Malaga WA 6090
(08) 9404 7041
mobilemouse.com.au

COURSE OVERVIEW

This course is designed to help attendees develop (or enhance) formula skills in Microsoft Excel. Attendees will learn how to manipulate spreadsheets with formulas in Excel. This course is a combination of select elements of the Formula One and Formula Two courses combined into a single day.

WHO SHOULD ATTEND THIS COURSE

Any person with at least an intermediate skill set in Excel who wishes to learn, enhance and develop powerful skills with Excel formulas and functions.

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm).
- VENUE: Onsite (your premises) or In-house (our premises)



MINIMUM ATTENDANCE REQUIREMENTS

- Attendees should have strong Intermediate or Advanced skills in Excel (Basic users will not cope with the content). Please note that this course will not suit any user who is new to computing or has limited skills in Excel.
- Attendees should already have strong keyboard and mouse skills.

COURSE CONTENT AND OUTLINE

PART 1 - COMMON FORMULA

- BIMDAS
- SUM / AVERAGE / MEDIAN / MIN / MAX
- Percentages / Absolute Referencing
- IF and NESTED IF
- MODE / LARGE / SMALL

PART 2 - COUNT FUNCTIONS

- COUNT / COUNTA / COUNTBLANK
- COUNTIF / COUNTIFS

PART 3 - DATE AND TIME FUNCTIONS

- TODAY / NOW
- DATEDIF / DAY / MONTH / YEAR / DATE
- WORKDAY / NETWORKDAYS / EDATE
- TIME CALCULATIONS

PART 4 - LOOKUP FUNCTIONS

- VLOOKUP / HLOOKUP / LOOKUP
- INDEX / MATCH / INDIRECT / OFFSET

PART 5 - TEXT FUNCTIONS

- CONCATENATE / &
- LEFT / RIGHT / MID
- TRIM / REPLACE / LEN
- TEXT / REPT
- UPPER / LOWER / PROPER

PART 6 - OTHER USEFUL FUNCTIONS

- ISBLANK / ISNUMBER / ISTEXT
- ISERR / ISERROR / ISNA
- SUBTOTAL
- SUMIF / SUMIFS
- AVERAGEIF / AVERAGEIFS

Microsoft

Office Specialist

Authorized Testing Center

CERTIPORT

AUTHORIZED TESTING CENTER

	A	B	C
1	234	56.9	70.45
2	34.23	#DIV/0!	0.028
3	#NAME?	56%	705
4	0.51	72.04	#REF!
5	#NAME?	#VALUE!	95
6	386	67.89	#DIV/0!
7	90.45	650	21
8	702	734.967	32.9

What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support



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