

Venue: Onsite (your premises) or Inhouse (our premises)
Duration: 1 Full Day (9am - 4pm)

Part One - Common Formula

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

Part Two - Count Functions

- COUNT / COUNTA
- COUNTBLANK
- COUNTIF / COUNTIFS

Part Three - Date & Time Functions

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

Part Four - Lookup Functions

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

Part Five - Rounding Functions

- ROUND / ROUNDUP / ROUNDDOWN / MROUND
- CEILING / FLOOR / INT

Part Six - Financial Functions

- RATE / NPER / PV / PMT

Part Seven - Text Functions

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

Part Eight - Database Functions

- DAVERAGE / DCOUNT / DCOUNTA
- DMAX / DMIN / DSUM
- DGET / DVAR / DVARP
- DSTDEV / DSTDEVP

Part Nine - Other Useful Functions

- VAR / VARP
- STDEV / STDEVP
- RANK / PERCENTILE
- ISBLANK / ISNUMBER / ISTEXT
- ISERR / ISERROR / ISNA
- SUBTOTAL
- SUMIF / SUMIFS

Part Ten - Array Functions

- Creating multiple cell arrays
- Creating single cell arrays
- Creating custom array functions

Part Eleven - Formula Auditing

- Auditing Formulas
- Locating and Resolving Errors
- Finding Precedents & Dependants
- Watch Window

**LEARN OVER 100 FORMULAE
AND FORMULA COMBINATIONS
TO START UNLEASHING
THE TRUE POWER OF EXCEL**

What We Provide at your Venue

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
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WHO SHOULD ATTEND THIS COURSE?

This course is designed for people who need to come to grips with more complex formulas. Anyone who regularly setups and maintains formulas is an ideal candidate to attend this course.

Please note that this course is not intended for novice users of Microsoft Excel. Attendees should already have high Intermediate or Advanced skills in Microsoft Excel.

