

Module Title : Microsoft Excel 2016 Intermediate

Duration : 1 day

Course Outline

Module 1: Working with Formulas

Concept of Formulas

Understanding Relative and Absolute Cell References

Understanding Named Ranges

Defining Named Ranges

Editing Named Ranges

Deleting Named Ranges

Using Named Ranges in Formulas

Using Array Formulas

Using 3D References

Module 2: Working with Functions (I)

Concept of Functions

Using Advanced Functions

Using Logical Function: IF

Using Logical Function: AND

Using Logical Function: OR

Using Logical Function: IFS, SWITCH

Module 3: Working with Functions (II)

Using Statistical functions: AVERAGEIF, COUNTIF

Using Lookup Functions: VLOOKUP ,HLOOKUP, LOOKUP

Using Text functions: TEXTJOIN, CONCAT

Using Statistical Functions: MAXIFS and MINIFS

Module 4: Auditing Worksheets

Tracing Formula Precedents and Dependents

Showing Formulas

Evaluating Formulas

Using Error Option Buttons

Running an Error Check

Module 5: Working with Table

Converting Data in range as a Table

Total the Data in Table

Removing Duplicates from Table

Using Sort and Filter