

**Module Title : Microsoft Excel 2019 Intermediate**

**Duration : 1 day**

## 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