

Excel Advanced – Course Outline

Duration: 3 hours

Course Description: On completion of this course, attendees will be able to create a variety of advanced logical and lookup functions; apply conditional formatting and use worksheet auditing tools.

Pre-requisites: Attendees should be conversant with writing and copying formulas and functions such as SUM, AVERAGE, COUNT, calculating percentages and be able to describe the use of the dollar sign (\$) within formulas.

What will it cover?

- **Multi-criteria statistical functions**

Recap on SUMIF, COUNTIF, AVERAGEIF
SUMIFS, COUNTIFS, AVERAGEIFS

- **Logical functions**

Recap on single IF statement
Nested IF statements
Combining IF statements with AND, OR, NOT functions
IFERROR & ISNA

- **LOOKUP functions**

Lookup, VLookup & HLookup
Nesting VLookups within other functions

- **Conditional Formatting**

Cell rules
Top-Bottom Rules
Data Bars, Gradient fills, Icon sets

- **Formula Auditing**

Using worksheet auditing tools
Tracing dependent and precedent cells
Checking for errors