

## About this course

This is an advanced, fast-paced course for users who are confident at writing basic functions but want a greater understanding of creating and understanding more advanced functions.

You will learn how to understand, write and nest functions correctly and then apply that knowledge to create useful functions such as VLOOKUP, SUMIF(S), MATCH, INDEX and helpful Date and Text functions.

You will also learn how to name cells to make your formulas easier to understand and quicker to write, how to audit and check your formulas and then protect them from being changed accidentally.

## Get in touch

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# EXCEL

## Advanced Functions

## What you'll learn

### Functions review

- Typing in functions
- Using Insert Function
- IF, ROUND, PMT functions
- Relative/Absolute references

### Cell & range names

- Why name cells & ranges?
- Naming a cell or a range
- Managing named cells

### Formula auditing

- Trace precedents
- Trace dependents
- Removing auditing arrows
- Watch Window
- Evaluating nested formulas
- Show formulas
- Error checking

### IF Functions

- IF
- SUMIF / AVERAGEIF
- COUNTIF / COUNTIFS
- SUMIFS / AVERAGEIFS
- IFERROR

### Nesting functions

- Nesting IF
- Nesting AND/OR

### Lookup functions

- VLOOKUP and HLOOKUP
- MATCH
- INDEX

### Date Functions

- TODAY
- Using dates in formulas
- DAY, MONTH, YEAR
- EDATE, EODATE
- NETWORKDAYS
- DATEDIF

### Text Functions

- LOWER, PROPER, UPPER
- LEFT, RIGHT, MID
- LEN, FIND
- CONCATENATE

### Workbook protection

- Protecting a worksheet
- Protecting formula cells
- Locking & unlocking cells
- Protection editing options

