Excel 365 Level 2 Functions 1
Web presentation
90 mins

Is this course for you?

You can enter simple formulas in a workbook, and wish to extend your skills using functions to perform tasks such as: finding the average of a set of data; counting data entries which match specified conditions; looking up data entries in a table.

This course includes topics from the Excel Intermediate course

Pre-requisites

The course assumes that delegates are familiar with:
    entering simple formulas, copying formulas with AutoFill and locking cells with $ signs.

To take part in this course, delegates will need an internet-connected device with camera and microphone, and an internet connection which can stream video in reasonable quality.

Course duration: 90 mins

Course objectives

At the end of the course, you will be able to use Excel functions including AVERAGE, COUNTIF and VLOOKUP. You will also know how to search for information on the function needed to perform a particular task, and be able to use the help available in Excel to complete a function's arguments.

Introducing Excel functions
    Understand what a function is
    Work with function arguments

The AutoSum list
    Find the AVERAGE, MAX and MIN values for a set of data
    Understand the COUNT function

Write your own formulas using functions
    The five things you need to enter for a function
    Count non-blank cells with COUNTA

Complete a function's arguments
    Use a function tooltip to complete multiple arguments
    Get help from the Function Arguments dialog box

Use more complex functions
    Count rows of data meeting particular conditions with COUNTIFS
    Add up data meeting particular conditions with SUMIFS
    Look up data in a table with VLOOKUP

Find a function to do a particular task
    Search for information on the web
    Use Excel function libraries

Check for Errors
    Understand Excel error codes
    Work with Excel error checking

This is a provisional course outline and may change

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