Sylbert
CRÉATEUR D'EFFICACITÉ

EXE-301

Discover all the Possibilities offered by Excel Built-In Functions

Objectives

With this training, you will be able to:

- Calculate statistics (IF, AND, OR, SUMIF, AVERAGEIFS…)
- Create and modify complex and nested functions
- Merge values from multiple cells into one
- Search for a value in another table according to a criterion (VLOOKUP, XLOOKUP, etc.)

Practical information

Duration	6 hours
Level	Advanced
Number of participants	7 participants
Languages available	English - French

Prerequisites

Have completed Workshops EXE-101 and EXE-201 or knowledge equivalent.

Target audience

Managers and administrative staff

Content

1-Managing built-in features

- Syntax and argument of a function
- Function Wizard
- Use different categories of functions
- Math & trig (=SUMIF, =SUMIFS, =PRODUCT, =ROUND)
- Statistics (=AVERAGEIFS, =COUNTBLANK, =COUNTIF, =MAXIFS)
- Date & time (=NOW, =TODAY, =YEAR)
- Logical (=IF, =AND, =IFS, =IFERROR)
- Text (=CONCATENATE, =UPPER, =RIGHT)
- Look-up & matrix (=VLOOKUP, =INDEX, =XLOOKUP)
- Use nested functions

2- Use named ranges

- Set a name
- Editing rules for a name
- How to enter a noun
- Reach a range
- Delete and change names
- Use names in formulas

3- Explore formula auditing tools

- Trace histories
- Trace Dependents
- Remove all tracer arrows
- Search for a circular reference
- Correct a #VALUE! error

Included with your training

Complete manual with step-by-step explanations	*Exercise worksheets seen in class*	*Training Certificate*	*Recognition Badge that you can share on your LinkedIn page*	*Post-training follow-up offered for 6 months*