

Excel - Functions and always functions

Duration: 1 day

Audience: Pour tous

Who is this training for?

For everyone

Training objectives

Master and distinguish different functions in Excel

Summary

Master and distinguish different functions in Excel. This training will allow you to use reference names, to master search functions (vlookup, hlookup, xlookup, equiv), text functions, functions with a data list, rounding functions and to perform a formula audit.

Course outline

Chapter 1 - Using Reference Names

- Creating Reference Names
- Navigating to a Named Element
- Using the Name Manager
- Using a Reference Name in a Formula

Chapter 2 - Search Functions

- VLOOKUP
- HLOOKUP
- XLOOKUP
- Equiv

Chapter 3 - Text Functions

- CONCATENATE
-

UPPERCASE

- LOWERCASE
- PROPER NAME
- RIGHT
- LEFT
- NBCAR
- FIND

Chapter 4 - Functions with Data List

- Somme.si, NB. Si
- Somme.si.ens, nb.si.ens
- BDSomme
- BDMoyenne, etc.
- Subtotal

Chapter 5 - Rounding Functions

- Rounding.up
- Rounding.inf

Chapter 6 - Auditing and Checking Formulas

- Performing a Classic Formula Audit
- Displaying Relationships Between Formulas and Cells via Antecedents and Dependents
- Keeping an Eye on Key Cells with the Watch Window

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Logical, temporal or equivalent functions

Recommendations

- Have a basic command of the Windows environment (file management, folders, copy and paste)
- Understand the simple notions of calculation (addition, percentage, average)
- Be comfortable with reading and structuring data (simple tables)
- Know the basics of logic (organize information, follow a sequence of actions)