

Useful and efficient functions in Microsoft Excel («ME8»)

In this two-day Microsoft Excel course, you will learn how to use special and complex Excel functions, catch errors, and optimize your workbooks.

Duration: 2 days

Price: 1'290.–

Course documents: Digital courseware

Content

1. Introduction and Repetition
 - Cell references
 - Structure of functions
 - Autocompletion of functions
2. Using Names
 - Create, edit, delete names
 - Create names for ranges
3. Special Text Functions
 - EXACT
 - CLEAN and TRIM
 - NUMBERVALUE
4. Statistical Functions
 - FREQUENCY
 - RANK.EQ
 - RANK.AVG
5. Matrix Functions
 - OFFSET
 - MATCH
 - INDEX
 - INDIRECT
6. Date and Time Functions
 - TODAY
 - WEEKNUM
 - DAYS
 - DATEDIF
 - Calculation of holidays
 - Creating a dynamic calendar
7. Mathematical Functions
 - CEILING and FLOOR
 - ISEVEN and ISODD
 - ISTEEXT and ISNUMBER
 - INFO
 - ERROR.TYPE
8. More Features and Tips
 - CONVERT
 - Error groups, error messages, formula monitoring
 - Tips & Tricks

Key Learnings

- Knowing a large number of useful functions that can be used in everyday life to increase productivity
- Simplifying tedious calculations with simple means, especially with nested functions
- Understanding the different types of function categories, how to search for functions, and how to detect and fix errors

Target audience

This course is aimed at users who already have advanced knowledge of formulas and functions in Excel and want to increase their efficiency in handling functions.

Requirements

This course is not intended for beginners. Knowledge of Excel similar to the following course is required:

- [Efficient calculations and visualizations with Microsoft Excel \(«ME2»\)](#)

Additional information

This course is suitable for users of Excel 2019, 2016 and 2013.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-useful-and-efficient-functions-in-microsoft-excel