KOENIG SOLUTIONS · COURSE OUTLINE

101 Excel Functions

9
MODULES

60
TOPICS

COURSE OVERVIEW

Excel has over 480 built-in functions, and more are still being added. That is a huge number of functions to think about, even for advanced users. Thankfully, you don't need to learn all of these functions to be productive in Excel. If you have a basic understanding of about a hundred key functions, you'll be far ahead of the average user.

LEARNING OBJECTIVES

- Apply date and time functions such as DATEDIF, EDATE and NETWORKDAYS
- Convert units of measurement using engineering functions
- Identify cell contents and errors with information functions
- Evaluate conditions using logical functions such as IF and IFERROR
- Retrieve data using lookup functions such as VLOOKUP and INDEX
- Analyse data using statistical functions such as COUNTIFS and AVERAGEIFS
- Perform calculations with math functions such as ROUND and SUBTOTAL
- Manipulate text with functions such as CONCAT, TRIM and TEXTJOIN

COURSE SYLLABUS

9 Modules, 60 Topics

01

Date and Time Functions

TOPICS

Now and Today · DAY, MONTH, YEAR, and DATE · HOUR, MINUTE, SECOND, and TIME · DATEDIF and YEARFRAC · EDATE and EOMONTH · WORKDAY and NETWORKDAYS · WEEKDAY and WEEKNUM

02

Engineering

TOPICS

Convert

03

Information Functions

TOPICS

ISBLANK · ISERROR · ISNUMBER · ISFORMULA

04

Logical Functions

TOPICS

AND, OR and NOT · IF and IFS functions · IFERROR and IFNA

05

Lookup and Reference Functions

TOPICS

- VLOOKUP and HLOOKUP
- INDEX and MATCH
- LOOKUP
- ROW and COLUMN
- ROWS and COLUMNS
- HYPERLINK
- GETPIVOTDATA
- CHOOSE
- TRANSPOSE
- OFFSET
- INDIRECT

06

Statistical Functions

TOPICS

COUNT and COUNTA · COUNTIF and COUNTIFS · SUM, SUMIF, SUMIFS · AVERAGE, AVERAGEIF, and AVERAGEIFS · MIN, MAX, LARGE, SMALL · MINIFS, MAXIFS · MODE · RANK

07

Math Functions

TOPICS

ABS · RAND and RANDBETWEEN · ROUND, ROUNDUP, ROUNDDOWN, INT · MROUND, CEILING, FLOOR · MOD · SUMPRODUCT · SUBTOTAL · AGGREGATE

08

Text Functions

TOPICS

- LEFT, RIGHT, MID
- LEN
- FIND, SEARCH
- REPLACE, SUBSTITUTE
- CODE, CHAR
- TRIM, CLEAN
- CONCAT, TEXTJOIN, CONCATENATE
- EXACT
- UPPER, LOWER, PROPER
- TEXT

09

Dynamic Array Functions

TOPICS

- FILTER - Filter data and return matching records
- RANDARRAY - Generate array of random numbers
- SEQUENCE - Generate array of sequential numbers
- SORT - Sort range by column
- SORTBY - Sort range by another range or array
- UNIQUE - Extract unique values from a list or range
- XLOOKUP - Modern replacement for VLOOKUP
- XMATCH - Modern replacement for the MATCH function

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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