



COURSE DESCRIPTION

On this hands-on advanced class you will learn Logical and Lookup functions (VLOOKUPS), special date, time, text, statistical and financial functions. You will analyze data using scenarios, goal seeker and what if analysis, and learn to automate tasks using Macros.

Students should have completed our Level 2 – Intermediate class or have the equivalent experience prior to attending this course. **Live face-to-face instructor – still the best way to learn!**

LEARNING OBJECTIVES

- Logical and Lookup Functions
 - Advanced Formulas
 - Date Functions
 - Text Functions
 - Statistical Functions
 - Financial Functions
- Importing and exporting files and data
 - Data analysis using What-IF
 - Data analysis using Scenarios and Goal Seek
 - Recording and running Macros
 - Using Forms to input data.

DETAILED COURSE OUTLINE

LOGICAL AND LOOKUP FUNCTIONS	SPECIAL FUNCTIONS	DATA ANALYSIS
➤ The IF Function ➤ Conditional Calculations ➤ Using SUMIF ➤ VLOOKUPS and HLOOKUPS ➤ Range LOOKUPS	➤ Date and Time Functions • TODAY • NOW • DATE ➤ Date Calculations • Text Functions • Using CONCATENATE and TRIM • Using UPPER, LOWER and PROPER • Extracting Text ➤ Statistical Functions • Using MIN and MAX • Using COUNT, COUNTA and COUNTBLANK ➤ Financial Functions • Using FV • Using PMT	➤ What-if Analysis ➤ Scenarios ➤ Using Goal Seek ➤ The Analysis Toolpak
ADVANCED FORMULAS	IMPORTING AND EXPORTING	MACROS AND FORMS
➤ Auditing and Error Trapping ➤ Formula Options ➤ Array Functions ➤ Using TRANSPOSE	➤ The Power Pivot Data Model ➤ Importing Data ➤ Using Power Pivot ➤ Exporting Data	➤ Recording Macros ➤ Running Macros ➤ Running Macros when Workbook is Open or Closed ➤ Using Forms to Record Input