

**Excel Formulas and Techniques for Excel Power Users**

**Course Number:** OFC-116
**Duration:** 1 day

**Overview**

Excel power users know accurate formulas are the foundation of any spreadsheet. This live, online Excel Formulas and Techniques for Excel Power Users training goes beyond the @Sum function to teach attendees the 5 most useful formulas for creating solutions and analyzing trends.

**Prerequisites**

All attendees must have prior knowledge of basic Excel formulas.

**Materials**

All Excel training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* Excel 2016, 2019, 365, or later
* Related lab files that Accelebrate will provide

**Objectives**

* Review relative and absolute referencing
* Review using names
* Create aggregated and nested aggregate functions
* Create the IFERROR function
* Create Lookups
* Create text functions

**Outline**

* The Foundation of Formulas
	+ Exploring and reviewing relative referencing
	+ Exploring and reviewing absolute referencing
	+ Creating a name for an absolute reference
* Aggregate Functions
	+ Overview of using the IF, SUMIF, SUMIFS, COUNTIF functions
	+ Nested IF statements vs the IFS function
	+ Incorporating arrays
* The IFERROR  Function
	+ Purpose of the IFERROR  functions
	+ Understanding which errors IFERROR evaluates
	+ Creating the IFERROR function
* Lookups
	+ Purpose of Lookups
	+ Creating V and H Lookups
	+ Creating X Lookup
	+ Creating X Lookups (Excel 2019, 365, or later)
	+ Using arrays in Lookups
	+ Incorporating COLUMN and ROW functions in Lookups
* Text Functions
	+ Purpose of CONCATENATE
	+ New techniques to perform CONCATENATE functions
	+ Overview of LEFT
	+ Overview of RIGHT
	+ Overview of MID
* Conclusion and Bonus Demo (in Excel 365)