

**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)