

## Excel Intermediate Formula Workout Objectives for a One-day Course (6 hours)

### **Basic Formulas**

- Building a basic formula
- Operator precedence (BODMAS)
- Copying formulas
- Absolute Referencing

### **Basic Functions**

- SUM, AVERAGE, COUNT, MIN, MAX, COUNTA, COUNTBLANK
- AutoSum menu
- Function Tool
- Status Bar display
- Formula AutoComplete
- Formulas tab

### **The IF Function**

### **Date and Time Functions**

- Keyboard shortcuts for entering fixed dates and time
- TODAY and NOW
- DAYS
- DATE
- Optional: DATEDIF and NETWORKDAYS

### **Referencing Cells on Other Worksheet and Workbooks**

### **Named Cells and Ranges**

### **Flash Fill (Excel 2013 onwards)**

### **Importing Data from Text Files**

### **Text Functions to Tidy or Combine Data**

- TRIM
- CONCATENATE and CONCAT (365 onwards)
- TEXTJOIN (365 onwards)

## **Text to Columns Tool**

### **Other Useful Text Functions**

- LOWER, UPPER and PROPER
- LEFT, RIGHT and MID
- EXACT
- Optional: FIND and SEARCH, REPLACE and SUBSTITUTE

### **Subtotal Tool and SUBTOTAL Function**

### **Conditional Summary Functions**

- SUMIF
- AVERAGEIF
- COUNTIF
- SUMIFS
- AVERAGEIFS
- COUNTIFS
- MINIFS and MAXIFS (365 onwards)

### **Formula Auditing Tools**

- Trace Dependents and Trace Precedents
- Watch Windows
- Showing Formulas
- Error Checking Tool
- Evaluating Formulas

### **Optional Extras:**

- Protecting Data (by using passwords)
- Worksheet Views
- Mathematical Functions (PRODUCT, ROUND, ROUNDUP, ROUNDDOWN, BASE)