



Formation MS Office Excel - The top 100 essential functions in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 248

Goal : Learn to use and combine the 100 most common MS Excel functions in statistics, logic, database, time management, text modification and finance.

Audience : Users needing to improve their knowledge of MS Excel functions for more professional efficiency and accuracy.

Prerequisites : Daily hands on experience of MS Excel with basic tables and formulas.

Goals :

- Introduction
- Reminder of SUM, MAX, MIN, COUNT, AVERAGE
- Relative and absolute references
- Naming cells vs absolute references
- Logical functions IF, AND, OR, IFERROR, SWITCH
- Functions INDEX, LOOKUP, VLOOKUP, XLOOKUP, MATCH, XMATCH
- Error management using the functions ISERR, ISNA
- Formatting number functions ROUND, ROUND.UP, ROUND.DOWN, FLOOR, CEILING
- Basic text functions CONCATENATE, RIGHT, LEFT, UPPERCASE, LOWERCASE, PROPER
- Dates and time functions YEAR, TODAY, NOW, DAY, DATE, WEEKDAY, MONTH, EOMONTH, etc.
- Functions SUMIF, COUNTIF, COUNTA, COUNTBLANK
- Matrix function SOMMEPRODUCT, MMULT
- Basic descriptive statistics functions FREQUENCY, MODE, LARGE, MEDIANE, STDEV, STDEVP, VAR, VARP, PERCENTILE, AVERAGE, etc.
- Use of table functions FILTER, UNIQUE, SORT, SORTBY, STACK.V, STACK.H, WRAPROWS, WRAPCOLS, etc.
- Audit toolbar for evaluations and functions' tracing
- Training Conclusion

Pedagogical method : This training is based on 95% practics and 5% theory. The attendees may bring their professional workbooks to work on.

Suggested duration for presentiel training (days) : 4

Suggested duration for on-line training (days) : 4.8

Daily price in face-to-face : 385 CHF

Daily price in remote : 184.8 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 1925 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Book

- **Title :** *Formulas and Functions With MS Office Excel 2007*
- **Author(s) :** *Paul McFedries*
- **Pages :** *552*
- **ISBN :** *0789736683*

Tags : excel, functions, statistics, average, sum, matrix, logical, finance, dates, time, text.

Please enable JavaScript to view the [comments powered by Disqus](#).