

Course	Excel Intermediate – More on Formulas and Functions
Length	Three hours
Audience/ Synopsis	This course is for those people who have mastered Excel on at least an introductory level and need to create larger, more complex worksheets. Learn about range names and how to use them in formulas. Discover how to link data from one sheet to other sheets using 3-D and array formulas. Learn to use the functions NOW, IF, PMT and VLOOKUP. Understand formula errors and how to fix them.
Prerequisites	Windows Basics, Excel Basics and Formula Building or comparable experience. (Participants must be proficient in Excel on at least an introductory level.)
Topics	<p><i>Module 1: Range Names</i></p> <ul style="list-style-type: none">◆ Creating range names◆ Using range names in formulas◆ Making changes to range names <p><i>Module 2: Functions</i></p> <ul style="list-style-type: none">◆ Review of common functions SUM, AVERAGE, MIN, MAX, COUNT◆ NOW and TODAY◆ PMT◆ IF◆ VLOOKUP◆ Data Entry Clean –up Functions◆ Nested Functions <p><i>Module 3: Array and 3-D Formulas</i></p> <ul style="list-style-type: none">◆ Working with multiple sheet data◆ Linking data from multiple sheets with 3-D formulas◆ Linking data from multiple sheets with array formulas <p><i>Module 4: Errors in Formulas</i></p> <ul style="list-style-type: none">◆ Defining formula errors