

Course	Excel Advanced Formulas & Functions
Length	3 Hours
Audience/ Synopsis	For those with a solid Excel foundation, and looking to sharpen analysis and quantitative skills and gain efficiencies.
Prerequisites	Participants must have Excel experience.
Topics	<p>Module 1: Working with Multiple Sheets</p> <ul style="list-style-type: none">◆ Sum Group /Ungroup Data◆ Link data from multiple sheets◆ Paste Special Options: Formulas vs. Values, Link, Picture & Compliance◆ Referencing: Absolute vs. Relative◆ Order of Operations & Nesting Best practices <p>Module 2: Data Entry Clean-up & Automation Function Labs</p> <ul style="list-style-type: none">◆ Top 10 Arithmetic Formulas◆ IF REFRESHER/ COUNTIF/ SUMIF/ AVERAGEIF◆ CONCATENATE◆ TRIM/ CLEAN / PROPER/ UPPER/ LOWER◆ LEFT/ RIGHT/ MID◆ AND/OR◆ LEN / FIND/ MATCH / INDEX◆ IFERROR/ IFNA <p>Module 3: Optional Labs – Varied by Department/ Function: Sample labs:</p> <p>Key Clinical / Scheduling / Project Management Functions:</p> <ul style="list-style-type: none">◆ NETWORKDAYS/ WORKDAY/ MONTH / TEXT / NOW/ TODAY <p>Key Financial Functions:</p> <ul style="list-style-type: none">◆ NPV/ FV/ PV / NPER◆ RATE/ EFFECT/ PMT/ PPMT / SLN/ IRR/ XIRR <p>Key Statistical Functions - Review:</p> <ul style="list-style-type: none">◆ MODE/ MEDIAN◆ SMALL/ LARGE/ MIX/ MAX/ RANK / STDEV <p>Module 4: Data Entry Automate Function Labs</p> <ul style="list-style-type: none">◆ Protect sheet◆ Restrict data entry range◆ HYPERLINK◆ Track workbook changes◆ Share a workbook