



## Microsoft® Excel® 2016/2019/365 Online Formulas and Functions

### Course Description

**Course Overview:** You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the *Microsoft® Excel®: Introduction* course and will help start you down the road to creating valuable functions that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

**Target Student:** This course is designed for students who already have foundational knowledge and skills in Excel and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

**Prerequisites:** To ensure success, students should have completed CompuTrain's *Microsoft® Excel®: Introduction* or have the equivalent knowledge and experience.

### Course Objectives

Upon successful completion of this course, students will be able to:

- Work with formulas
- Work with functions.

### Course Content

#### Lesson 1: Working with Functions

- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date & Time Functions
- Work with Text Functions