

EXCEL: ADVANCED FUNCTIONS

1 session(s) of 3 hours
(1 x 4 periods)

CHF 600.-

Renseignements

Tél. +41 22 732 51 11
Lu-Ve de 8h30 à 12h00
et de 13h00 à 17h00

DEFINITION

Complete basics knowledge with advanced functionalities search as statistical functions, lookup and index functions.

TARGET

Excel user who needs to improve his/her knowledge, work performance and Excel efficiency.

REQUIREMENT

Windows and Excel basics.

METHODOLOGY

Excel advanced training is based on theoretical Excel manual, but main part of the training is dedicated to practical exercises with personalized assistance from the trainer.

CONTENT OF EXCEL: ADVANCED FUNCTIONS

IF Function and nested IF functions

AND, OR Functions

SUMIF Function

COUNT, COUNTA, COUNTIF Functions

LOOKUP functions (VLOOKUP, HLOOKUP, INDEX)