

M365 Formula Factory: Building Smarter Solutions.

1 DAY

Microsoft Excel is a powerful tool with over 500 functions that can help you build spreadsheets more efficiently. It is an indispensable tool in the modern workplace, renowned for its versatility and powerful features. Excel's importance lies in its ability to handle various types of functions and formulas. It has evolved to include new dynamic formulas that simplify complex tasks. With your M365 account, many of these new formulas, along with an extensive range of shortcuts and tips will make working with Excel easier.

PREREQUISITE

Participants are at an **intermediate level** and have a working knowledge of developing basic functions in Excel. A strong interest to improve one's understanding of formulas and to learn more complex functions.

COURSE CONTENT

TIPS AND TRICKS

- Valuable and helpful shortcuts to save you hours of work

FORMULA AND FUNCTIONS REFRESHER

- What is a function?
- Grasping the order of operations. Be aware of the brackets, commas etc...
- How to read and understand formulas and functions, their simplicity and complexity.
- Determine which cells need to be referenced as relative or absolute.

M365 – NEW FEATURES, FORMULAS AND FUNCTIONS

- Exciting new features: CHECKBOX, FOCUS CELL, HIGH CONTRAST
- New suite of functions
 - Dynamic FILTER and SORTING
 - UNIQUE – extract the unique values of a column
 - SEQUENCE – create your own sequence of numeric values, or dynamic calendar
 - Convert an image of a table into an actual table
 - Combining tables with VSTACK
 - GROUPBY
 - TAKE & DROP
 - REPEAT – How to graphically display the values

CREATING AND UNDERSTANDING FUNCTIONS

- Logical Functions
 - ✓ IF, NESTEDIF, IFS, NOT, OR, AND, XOR
 - ✓ Creating compound logical tests using AND, OR, NOT functions with IF statements
- Financial Functions
 - ✓ PMT, CUMIPMT, CUMPRINC
- Database Functions
 - ✓ DSUM, DAVERAGE, DCOUNT
- Text Functions
 - ✓ TEXTSPLIT, TEXTAFTER, TEXTBEFORE, FLASHFILL
 - ✓ LEFT, MID, RIGHT, LEN, LOWER, UPPER, PROPER, TEXT, TRIM
 - ✓ TRANSLATE, DETECT LANGUAGE
- Date and Time
 - ✓ Smarter ways to calculate date and time: DATE, NETWORKDAYS, DATEDIF, NOW, TODAY
- Lookup and Reference Functions
 - ✓ VLOOKUP, VLOOKUP with MATCH
 - ✓ INDEX/MATCH combination might be your solution!
 - ✓ Or better yet... the new XLOOKUP could be the answer!
 - ✓ INDIRECT – reference a text entry as a valid reference.
- Math and Trig Functions
 - ✓ ABS, RANDBETWEEN, ROUND
 - ✓ Using SUMIF, SUMIFS, to tabulate data based on single/multiple criteria
- Statistical Functions
 - ✓ AVERAGE, AVERAGEA, AVERAGEIF, AVERAGEIFS
 - ✓ COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS
 - ✓ FREQUENCY, MEDIAN, MODE, MIN, MAX
 - ✓ PERCENTILE, RANK
- Auditing Formulas
 - ✓ Nine common errors; how to diagnose and fix these errors
 - ✓ Tracing formula precedents and dependents
 - ✓ Evaluating formulas
- Information Functions

✓ ISERROR, IFERROR