Microsoft Excel 2016 Data Analysis, Part 1 of 4: Functions and Formulas

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Meet the expert: Sondra Nelson is a Microsoft Certified Trainer and has been teaching Microsoft Office for over 15 years. She has teaching and consulting experience with high school students, college students and corporate employees.

Prerequisites: This course is designed for students with a base knowledge of Excel and want to learn higher-level skills to display data and perform functions. Students should know how to perform calculations, modify worksheets, format worksheets, print workbooks and manage workbooks.

Runtime: 01:00:16

Course description: Understanding when and how to use advanced functions and arrays is an important step in mastering data analyzation in Excel. Discover the importance of multiple functions including logical and conditional functions, financial and statistical functions, and DateTime functions, as well as examine Arrays, in this overview of advanced functions and formulas.

Course outline:

Logical and Conditional Functions
- Introduction
- Logical Functions
- IF and AND Functions Demo
- Demo: IF and AND
- Demo: Using IF and AND Together
- Conditional Functions
- SUMIF Demo
- Demo: SUMIF and SUMIFS
- Logical Functions Continued
- ISBLANK and EXACT Demo
- Summary

Financial and Statistical Functions
- Introduction
- Financial Functions
- Financial Functions Continued
- PMT and IPMT Demo
- Demo: PMT
- Demo: IPMT
- Statistical Functions
- AVERAGE, MEDIAN, and MODE.SNGL Functions Demo
- Demo: Mean, Median, and Mode
- Summary

Date/Time and Arrays
- Introduction
- Date and Time Functions
- Date and Time Functions Continued
- Time Functions Demo
- Demo: Date and Time Functions
- Array Formulas
- Array Formulas Continued
- Array Demo
- Demo: Array Formulas
- Summary