

Microsoft Excel 365 Data Analysis, Part 1 of 4: Functions and Formulas

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Meet the expert: I'm Kari Hoiem. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

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: 01:00:09

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

- Summary

Date/Time and Arrays

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

Financial and Statistical Functions

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