

# Excel Functions 101

Course length: 1 Day

**Course Objective:** The most frequent complaint among Excel users is “I want to write better formulas, but I don’t know which functions to use.” Now, you can learn 101 extremely useful Excel functions in a single day. Topics covered include:

## Course Content

### **Text Functions**

**Learn how to use functions that**

- Convert Text Formatting
- Extract Text From Larger Strings
- Create New Text Strings From Multiple Cells
- Remove Extra Spacing From Imported Text
- Convert Text Into Numbers And Numbers Into Text

### **Statistical Functions**

**Learn common calculations used in business settings**

- Means, Medians And Modes
- Counting Options
- Minimum And Maximum Values
- Forecasting Number Trends
- Rankings, Percentiles And Frequencies

### **Mathematical Functions**

**Everyday math is made easier by**

- Using Exponents
- Understanding Rounding
- Sum Options

### **Logical Functions**

**Complex formulas require Logical Functions with**

- IF Statements
- Boolean Operators

### **Information Functions**

**Informational tools evaluate your data**

- Using Informational Functions With Logical Formulas
- Troubleshooting Worksheets With Evaluation Tools

### **Lookup and Reference Functions**

**Find hidden data using**

- Worksheet Reference Tools
- Functions That Search Your Data

### **Financial Functions**

**Non-accountants use financial calculations, too!**

- Converting Fractions To Decimals
- Calculating A Monthly Expense
- Predicting Future Value Of Savings

### **Engineering Functions**

**Non-engineers will appreciate knowing how to**

- Convert Metric And US Measures
- Converting Decimal Values To Other Counting Systems

### **Date Functions**

**Using dates in calculations becomes easy when you can**

- Calculate Elapsed Days
- Convert Text Entries To Date And Time
- Extracting Date And Time Segments

### **Database Functions**

**Use Excel to quickly evaluate large data sets**

- Averaging, Totaling, And Counting Databases
- Extracting Tools For Databases

**... and**

**when you need a specialized calculation, learn how to write and store your own custom functions.**

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*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*