

MICROSOFT EXCEL EXPERT LEVEL COURSE

Prerequisites:

Attendees should have attended, or have knowledge equivalent to the Introductory, Intermediate & Advanced Level courses.

Duration:

This course can be delivered as a full day course or as individual 3 hour modules

Module 7 - Manipulating text & Using Arrays

- Using string functions
 - Change case functions
 - Determining whether a cell is text or a number
 - Comparing cell contents
 - Removing excess spaces and nonprinting characters
 - Replacing text with other text
 - Extracting words from a text string
- Introduction to Arrays to give access to more complex formulas, and to create protected formulas
- Dynamic array functions, UNIQUE, SORT, SORTBY and FILTER (365 version only)
- Using the SUMPRODUCT function
- How to RANK results

Module 8 - Counting functions & Lookups

- Advanced counting functions using COUNTIF, SUMIF, AVERAGEIF
- Advanced counting functions with multiple criteria, COUNTIFS, SUMIFS, AVERAGEIFS
- Creation and use of advanced lookup tables
 - Review of Exact and Non-Exact Match Vlookup
 - Combining VLOOKUP with IF function
 - Preventing error message in VLOOKUPS using IFERROR and ISERROR
 - Using VLOOKUP with multiple lookup tables
 - Using the LOOKUP function
 - 2 Way Lookups
 - Using INDEX and MATCH to perform a lookup
 - Using DGET to find records with no unique identifier