

Excel 2016 - Formulas and Functions

The Excel 2016 - Formulas and Functions course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will learn how to use formulas and functions in Excel including Informational, Logical, Financial, Text functions, data tables and using named ranges.

The estimated time to complete this course is 3 hours and 12 minutes.

Formulas and Functions

Formulas and Referencing

- Formulas
- Operator Precedence
- Over-riding Precedence
- Entering Formulas
- Copying Formulas
- AutoFill
- Updating Formula Results
- Common Formula Errors
- Cell References
- Absolute Referencing
- Applying Percentages

Working with Functions

- Entering Functions
- AutoSum List
- Using the ROUND Function
- Using the IF Function
- Changing Formula Conditions

Logical and Informational Functions

- IF Function
- OR Function
- AND Function
- Help for Error Messages
- Nested IF Functions
- IS Functions
- Nesting IF Functions
- ISERROR Function

More Logical Functions

- Logical IF Functions
- SUMIF Function
- COUNTIF Function
- AVERAGEIF Function

Named Ranges


- Naming Cells
- Naming Cell Ranges
- Adding Cells to a Range
- Editing Named Ranges
- Changing Range Names
- Using the Go To Command
- Navigating with the Name Box
- Using Names in Formulas
- Displaying Formulas
- Deleting Named Ranges

If you require any further information please contact NYES:

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Financial Functions and Data Tables

- Financial Functions
- Data Entry for Financial Functions
- FV Function
- FV Argument
- Rate Argument
- Nper Argument
- Pmt Argument
- Pv Argument
- Type Argument
- Changing Data Values
- PMT Function
- NPV Function
- PV Function
- RATE Function
- Guess Argument
- Data Tables

Text Functions


- Text Functions
- CONCATENATE Function
- LOWER Function
- LEFT Function
- Closing Functions
- Adding Function Arguments
- PROPER Function
- UPPER Function
- TRIM Function

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