



Better Skills Training

Upgrade Your Skills

Essential Functions and Protecting Data

If you're using Excel and working with functions then this Excel module is for you. We'll cover the most useful functions that are built into Excel and then explore how to apply our knowledge to other functions. We'll also see how to protect our hard work by protecting cells, sheets, and the workbook structure itself. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

Topics:

Functions:

- SUMIF, COUNTIF, AVERAGEIF, SUMIFS
- IF, IFS, AND, OR
- WEEKNUM, EOMONTH, NETWORKDAYS
- VLOOKUP, INDEX, MATCH
- CONCATENATE, LEFT, RIGHT, MID, FIND, LEN

Protection:

- Protect your worksheet cells
- Protect your workbook structure
- Add a password to modify or open

Should You Attend This Module?

If you feel that you could work better with Excel functions, and struggle to find the right function for the right situation, you should attend this short module. You won't know all the (400+) functions at the end of it, however you should come away being able to work more confidently with the core functions of Excel.

Duration

This course can be delivered in 3 hours onsite, or 2 hours online



Excel