

Excel Module: Logical Functions

Excel has over 400 functions available to help analyse whatever data you enter into your workbooks but only a handful of them are categorised as logical functions. This short Excel session looks at the most common of those logical functions and will help you to input the right function for the right situation. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

Topics:

IF - The essential IF function to determine whether a logical test is true or false

Nested **IF** functions - When one logical test is not enough

IFS (Excel version 1601 (Build 6568.2025) and above) -When nested IF functions are too complex

IFERROR -Fix the errors with a cleaner output

ISERROR -Test whether a cell contains an error

AND -When you need to have multiple logical tests return true in order to output a result

OR -When you need at least one logical test out of many to return true in order to output a result

SWITCH – for when you need to switch data to another output

Format as Table – The best tool for managing lists in Excel

Best Practices - For working with data lists and ideas on storing data for any Excel usage

Should You Attend This Module?

Yes, absolutely. The IF function alone can help analyse situations in your data that need to determine an output being one thing or another. Multiple IF functions and multiple logical tests require a little more effort to ensure that your output is correct. If you are comfortable with basic Excel functions, such as SUM, AVERAGE, or COUNT, you can attend this session.

Duration

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