

## Course Aims & Objectives

At the end of this course participants will have a better understanding of how Functions are constructed and will have a thorough knowledge of how to structure a spreadsheet and database within Excel.

## Who Should Attend?

This course is specifically for those who already have some experience of Excel and know how to input data and format a spreadsheet. It will specifically be of interest to those who are working on spreadsheets created by others but want to know how to understand and manage their own formulas and workbooks. You should already know how to create charts/graphs. You should know how to create basic mathematical formulas using addition, subtraction, division and multiplication.

## Course Outline

The course content may include the items listed below.

**Charts/Graphs, Sheet Construction/Layout and Formatting are covered at Level 1 - Introduction.**

**Items not listed here (including PivotTables, "Nesting" Functions, VBA, PowerPivot, Power Bi and Macros) are not covered on this course and are covered at a higher level.**

- Understand how all Functions are structured.
- Understanding the difference between "relative" and "absolute" cell references and when to use them.
- Link cells from one worksheet to another, or one file to another.
- Understanding and using dates in calculations
- Using the main Date functions.
- Introduction to the IF function.
- Using the new XLOOKUP function to replace VLOOKUP.
- Using the SUMIF(s) and COUNTIF(s) functions.
- Conditional Formatting.
- Using common TEXT functions. To "Clean" imported data.

- Understand Spreadsheets Vs Databases and how to use them together.
- Learn how to future proof your databases with the use of Tables.
- Understand and use a selection of the following key functions:

Average	EDate	Proper
Clean	EOMonth	Right
Concat	IF	Sum
Count	Left	SumIF
CountA	Max	SumIFs
Countblank	Mid	Today
CountIF	Min	Trim
CountIFs	Networkdays	Upper
		XLookup

*Notes and exercise files are available online at [www.dti.ie](http://www.dti.ie)  
The notes will cover Excel Levels 1 & 2.  
Ongoing email support is offered.*