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Session Three: Advanced Functions

All animals are equal, but some animals are more equal than others.

George Orwell, "Animal Farm"

English essayist, novelist, & satirist (1903 - 1950)

There are 348 functions in the Excel function library. This would be a very large book if I tried to cover all of them.

In this session, I'll cover the most important Excel functions and put them into context by demonstrating real-world examples of how they can be used.

With the insights you'll gain from using these functions, you'll be able to confidently explore the vast array of other functions in Excel's huge library should you ever need them.

Session Objectives

- Understand precedence rules and use the Evaluate feature
- Use common functions with Formula AutoComplete
- Use the formula palette and the PMT function
- Use the PV and FV functions to value investments
- Use the IF logic function
- Use the SUMIF and COUNTIF logic functions to create conditional totals
- Understand date serial numbers
- Understand common date functions
- Use the DATEDIF function
- Use date offsets to manage projects using the scheduling equation
- Use the DATE function to offset days, months and years
- Enter time values and perform basic time calculations
- Perform time calculations that span midnight
- Understand common time functions and convert date serial numbers to decimal values
- Use the TIME function to offset hours, minutes and seconds
- Use the AND and OR functions to construct complex Boolean criteria
- Understand calculation options (manual and automatic)
- Concatenate strings using the concatenation operator (&)
- Use the TEXT function to format numerical values as strings
- Extract text from fixed width strings using the LEFT, RIGHT and MID functions
- Extract text from delimited strings using the FIND and LEN functions
- Use a VLOOKUP function for an exact lookup
- Use an IFERROR function to suppress error messages
- Use a VLOOKUP function for an inexact lookup