

Excel - Logical and date/time functions

Duration: 1 day

Audience: Pour tous

Who is this training for?

For everyone

Training objectives

- Use functions on several sheets or several files
- Master the different logical and temporal functions

Summary

Use functions on multiple sheets or multiple files and master the different logical and temporal functions. This training will allow you to use reference names, organize the sheets of a workbook, perform calculations between sheets and workbooks, and master logical and temporal functions.

Course outline

Chapter 1 - Using Reference Names

- Creating Reference Names
- Reaching to a Named Item
- Using the Name Manager
- Using a Reference Name in a Formula

Chapter 2 - Organizing Sheets in a Workbook

- Moving Between Sheets in a Workbook
- Renaming a Sheet
- Grouping Worksheets
- Manipulating Sheets in a Workbook

Chapter 3 - Performing Cross-Sheet and Cross-Workbook Calculations

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Creating Formulas with References to Other Workbook Sheets

- Establish Bindings Between Workbooks
- Manage Bindings

Chapter 4 - Using Functions

- Enter a Function
- Edit a Function and Use the Wizard to Nest Functions
- Use the Different Logical Functions: IF, AND, OR IF, MULTIPLE.IF, CONDITIONS.IF, NO. DISP
SIERROR
- Use time, logical and financial functions

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

- Excel - Creating a Simple and Professional Document or Equivalent Content
- Excel - Simple and Effective Formulas or Equivalent Content

Recommendations

- Have a basic command of the Windows environment (file management, folders, copy and paste)
- Understand the simple notions of calculation (addition, percentage, average)
- Be comfortable with reading and structuring data (simple tables)
- Know the basics of logic (organize information, follow a sequence of actions)