



# Microsoft Excel Part 1: Power Functions

**Duration: Half Day (4 hours)**

**Course Description:**

Organize your data in tables, use various methods to sort and filter your data, analyze your data with pivot tables as well as use database functions. Create and use Excel tables, as well as add, edit, search for, and delete records in a data list using a form, as well as look up data. Create and work with subtotaled lists, as well as use various database functions to summarize data. Create, modify, and work with PivotTables, Pivot Charts and Slicers. Import external data from a variety of sources into Excel

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## Course Content

- **Review and warm up**
  - Formulas, Math Operators, Operator Precedence
  - What is a Function?
  - Understanding Function Syntax
- **The Essential Math Functions**
  - SUM
  - AVERAGE
  - MAX
  - MIN
  - COUNT
  - COUNTA
  - Using AutoSUM to its fullest
- **The Essential Logical Functions**
  - Logical operators
  - IF
  - AND
  - OR
  - NOT
  - IFERROR
  - ISBLANK
  - Nesting logical functions
- **Math Functions that Perform Logical Decisions**
  - SUMIF
  - AVERAGEIF
  - COUNTIF