



# Microsoft Excel Part 3: Power Functions

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

**Course Description:**

So many ways to work with Excel are covered here. Formulas that work with dates, lookup tools, Multi criteria functions – be amazed at what you can do with these tools

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## Course Content

- **Review and warm up**
  - Formulas, Math Operators, Operator Precedence
  - What is a Function?
  - Understanding Function Syntax
- **The Essential Text Functions**
  - CONCATENATE, CONCAT
  - TEXTJOIN
  - FIND
  - REPLACE
  - LEFT
  - RIGHT
  - MID
  - LEN
  - VALUE
  - Nesting text functions
- **The Essential Database Functions**
  - DSUM
  - DAVERAGE
  - DCOUNT
  - DMAX
  - DMIN