
Link Workbooks & Create Advanced Formulas Using Functions

Microsoft Excel E203
90 Minutes

Course Content

This 90-minute class focuses on how to work with formulas and functions in Excel. Don't spend another minute with manual calculations to find the answers to your business questions. Utilize the built-in functions in Excel and get accurate results in a snap! Learn to use formulas to perform calculations, and learn to use Excel's predefined functions by plugging in your specific values. Linking workbooks enables you to divide large workbooks into several smaller ones, or join smaller workbooks into a larger one.

By the end of this class attendees will have the understanding of how to link workbooks, comprehend the difference between absolute vs. relative copying, build the IF, VLOOKUP, and TODAY functions.

Lessons include the following:

- Linking Workbooks
- Using Absolute vs. Relative Copying
- Absolute Formula References
- The IF Function
- VLOOKUP Function
- Using a Nested IF Statement
- The TODAY Function
- Optional lesson-the PMT function