



Microsoft Excel 2016

Functions



INFOCUS COURSEWARE

Product Code: INF1646

ISBN: 978-1-925349-75-7

❖ General Description

The skills and knowledge acquired in Microsoft Excel 2016 - Functions are sufficient to be able to use a variety of Excel functions, including logical functions, math functions, date and time and financial functions. It is a reference manual and is designed to be used by someone already familiar with how functions are used in Excel.

❖ Learning Outcomes

At the completion of this course you should be able to:

- use logical functions to test whether a statement is true or false
- use a range of lookup and reference functions
- use maths functions to solve complex problems
- use a variety of statistical functions
- use a variety of financial functions to perform calculations
- use the date and time functions to perform calculations
- use a range of text functions
- use a range of information functions to test worksheet data

❖ Prerequisites

Microsoft Excel 2016 - Functions assumes some knowledge of Excel, including an understanding of how functions are used.

❖ Topic Sheets

91 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

This information sheet was produced on Monday, December 07, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

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