Microsoft Excel 2016

Functions

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INFOCUS COURSEWARE

❖ **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**.

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Product Information

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