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.

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

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

91 topics

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.

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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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