The Genuine Projects
Trading as The GenPro Consultants

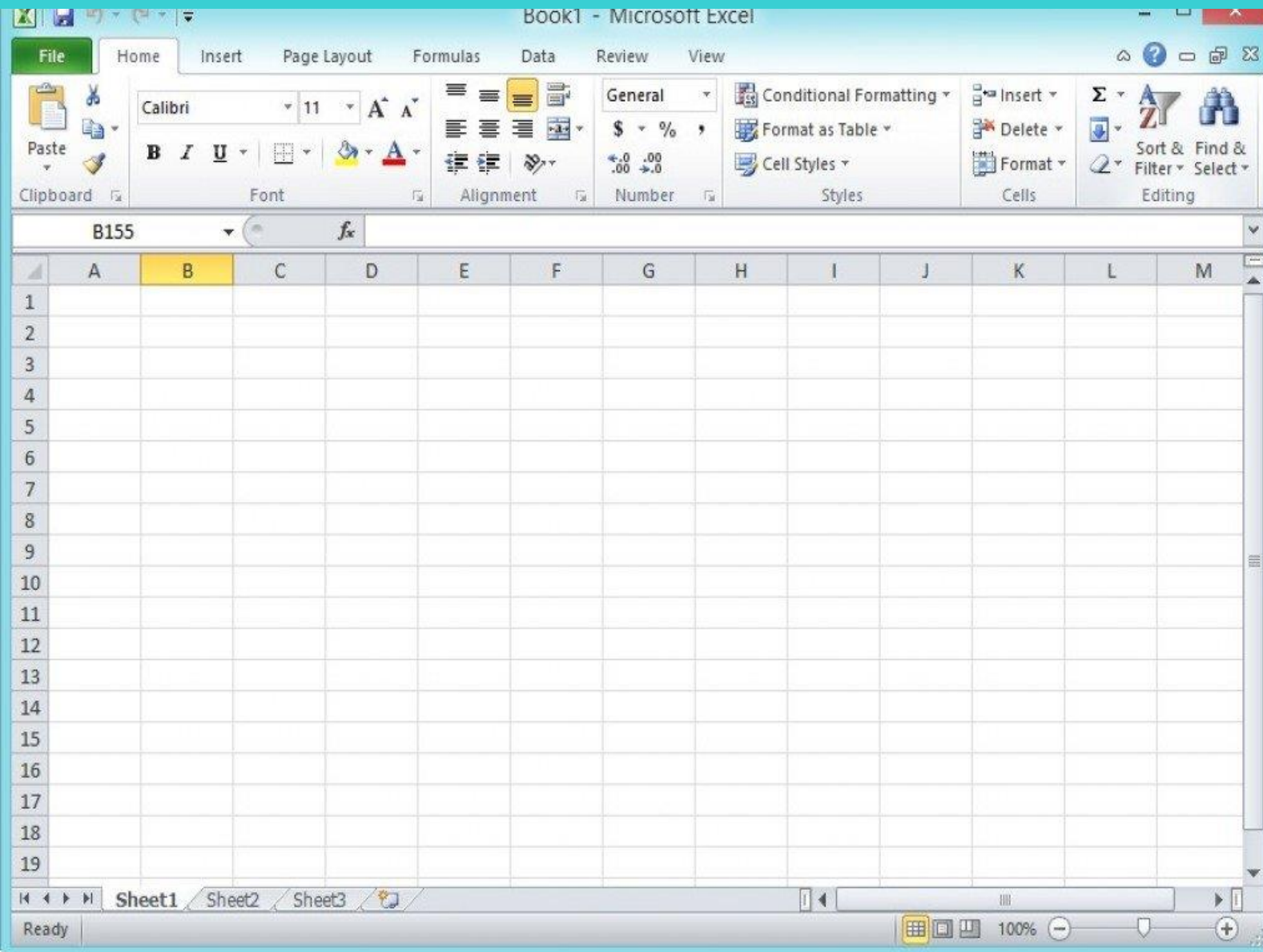# ADVANCED EXCEL FUNCTIONS & FORMULAS MASTERCLASS

DATE: 23 – 25 MARCH 2020

VENUE: PROTEA HOTEL OR TAMBO INT AIRPORT – JHB

UNDERSTANDING FUNCTIONS
- About Excel's Functions
- The Structure of a Function
- Typing a Function into a Formula
- Excel 2016 Formulas and Functions
- Using the Insert Function Feature
- Loading the Analysis ToolPak

WORKING WITH TEXT FUNCTIONS
- Excel's Text Functions
- Working with Characters and Codes
  - ✓ The CHAR() Function
  - ✓ The CODE() Function
  - ✓ Converting Text
  - ✓ The LOWER() Function
  - ✓ The UPPER() Function
  - ✓ The PROPER() Function
  - ✓ The NUMBERVALUE() Function
- Formatting Text
  - ✓ The DOLLAR() Function
  - ✓ The FIXED() Function
  - ✓ The TEXT() Function
- Manipulating Text
- Removing Unwanted Characters from a String
- The REPT() Function: Repeating a Character or String
- Extracting a Substring
- Converting Text to Sentence Case
- A Date-Conversion Formula

Case Study: Generating Account Numbers, Part 1
- Searching for Substrings
- The FIND() and SEARCH() Functions
- Extracting a First Name or Last Name
- Extracting First Name, Last Name, and Middle Initial
- Determining the Column Letter
- Substituting One Substring for Another
- The REPLACE() Function
- The SUBSTITUTE() Function
- Removing a Character from a String
- Removing Two Different Characters from a String

Case Study: Generating Account Numbers, Part II

WORKING WITH LOGICAL AND INFORMATION FUNCTIONS
- Adding Intelligence with Logical Functions
- Using the IF() Function
- Performing Multiple Logical Tests
- Combining Logical Functions with Arrays

Case Study: Building an Accounts Receivable Aging Worksheet

Getting Data with Information Functions
- ✓ The CELL() Function
- ✓ The ERROR.TYPE() Function
- ✓ The INFO() Function
- ✓ The SHEET() and SHEETS() Functions
- ✓ The IS Functions

WORKING WITH LOOKUP FUNCTIONS
- ✓ Excel's Lookup Functions
- ✓ Understanding Lookup Tables
- ✓ The CHOOSE() Function
- ✓ Determining the Name of the Day of the Week
- ✓ Determining the Month of the Fiscal Year
- ✓ Calculating Weighted Questionnaire Results
- ✓ Integrating CHOOSE() and Worksheet Option Buttons
- ✓ Looking Up Values in Tables
- ✓ The VLOOKUP() Function
- ✓ The HLOOKUP() Function
- ✓ Returning a Customer Discount Rate with a Range Lookup
- ✓ Returning a Tax Rate with a Range Lookup
- ✓ Finding Exact Matches
- ✓ Advanced Lookup Operations

WORKING WITH DATE AND TIME FUNCTIONS
- How Excel Deals with Dates and Times
- Entering Dates and Times
- Excel and Two-Digit Years
- Using Excel's Date Functions
- Returning Parts of a Date
- Calculating the Difference Between Two Dates
- Using Excel's Time Functions
- Returning Parts of a Time
- Calculating the Difference Between Two Times

Case Study: Building an Employee Time Sheet

WORKING WITH MATH FUNCTIONS

- Excel's Math and Trig Functions
- Understanding Excel's Rounding Functions
- The ROUND() Function
- The MROUND() Function
- The ROUNDDOWN() and ROUNDUP() Functions
- The CEILING.MATH() and FLOOR.MATH() Functions
- viii Excel 2016 Formulas and Functions
- The EVEN() and ODD() Functions
- The INT() and TRUNC() Functions

Case Study: Rounding Billable Time

- Summing Values
- The SUM() Function
- Calculating Cumulative Totals
- Summing Only the Positive or Negative Values in a Range
- The MOD() Function
- A Better Formula for Time Differences
- Summing Every nth Row
- Determining Whether a Year Is a Leap Year
- Creating Ledger Shading
- Generating Random Numbers
- The RAND() Function
- The RANDBETWEEN() Function

WORKING WITH STATISTICAL FUNCTIONS

- Excel's Statistical Functions
- Understanding Descriptive Statistics
- Counting Items with the COUNT() Function
- Calculating Averages
  - ✓ The AVERAGE() Function
  - ✓ The MEDIAN() Function
  - ✓ The MODE() Function
- Calculating the Weighted Mean
- Calculating Extreme Values
  - ✓ The MAX() and MIN() Functions
  - ✓ The LARGE() and SMALL() Functions
- Performing Calculations on the Top k Values
- Performing Calculations on the Bottom k Values
- Calculating Measures of Variation
  - ✓ Calculating the Range
  - ✓ Calculating the Variance
  - ✓ Calculating the Standard Deviation
- Working with Frequency Distributions
  - ✓ The FREQUENCY() Function
  - ✓ Understanding the Normal Distribution and the NORMDIST() Function
- The Shape of the Curve I: The SKEW() Function
- The Shape of the Curve II: The KURT() Function
- Using the Analysis ToolPak Statistical Tools
- Using the Descriptive Statistics Tool
- Determining the Correlation Between Data
- Working with Histograms
- Using the Random Number Generation Tool
- Working with Rank and Percentile

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REGISTRATION FORM

The Genuine Projects
● Trading as The GenPro Consultants

ADVANCED EXCEL FUNCTIONS & FORMULAS MASTERCLASS 2020

23 – 25 MARCH 2020

ZAR 8 490 per Delegate

PROTEA HOTEL OR TAMBO INT AIRPORT, JOHANNESBURG

AUTHORISING PERSON:

First Name:		Company:	
Surname:		Job Title:	
Phone Number:		Address:	
Cellphone:		City/ Town:	
Email Address:		Country:	
Signature:		Date:	

The registration fee includes all training materials, lunch, refreshments, and parking but **excludes** Travel & Accommodation.

DELEGATES INFORMATION:

Name & Surname	Position	Cellphone Number	Email Address

PAYMENT:

EFT or direct deposit to the account details below and proof of payment emailed to info@thegenpro.co.za

Bank Name:	First National Bank (FNB)	Branch Code:	250841
Account Number:	62817259329	SWIFT Code:	FIRNZAJJ
Account Name:	THE GENUINE PROJECTS (PTY) LTD	Account Type:	Business Account

TERMS AND CONDITIONS

The following terms and conditions will apply:
Payment is required in full 5 days before commencement of training unless if registration form is accompanied by a Purchase Order with clear payment dates.
All payments to be made directly to The Genuine Projects Pty Ltd Account.
No seats will be reserved, unless The Genuine Projects Pty Ltd receives a signed registration form.
The Genuine Projects Pty Ltd reserves the right, due to circumstances beyond our control, to change speakers, program content, date & venue.
The signed registration form is a legally binding contract.

SUBSTITUTIONS

Delegates must inform The Genuine Projects Pty Ltd in writing of any substitutions.
There is no charge for substitutions.
The Genuine Projects Pty Ltd will not be held liable for incorrect delegate details on Certificates in the event of substitutions being made on the day of the conference.
In the event of The Genuine Projects Pty Ltd having to cancel or postpone an event due to circumstances beyond our control, delegates will be issued with a credit voucher, which may be used at our next scheduled event.

CANCELLATIONS

All cancellations will be subject to approval by the management of The Genuine Projects Pty Ltd.
All cancellations made seven (7) working days prior to date of the above-mentioned event will be subject to a 50% cancellation fee.
Cancellations made within seven (7) working days of date of the above-mentioned event, will be subject to a 100% cancellation fee.
There will be no refunds or credit vouchers for no shows.

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