# Excel Advanced
# Functions and Macros!

# Course Outline

## Course Objective

Our Level III Excel Class picks up where the Level II class left off.  In this course we will introduce students to a significant amount of functions which can make their workbooks more efficient.  Functions such as Logical, Text, Date, Arrays, and Lookups will all be reviewed.  We will then introduce students to working with Macros and the many resulting benefits.

## Agenda

1. Logical Functions
   a. If, The, Else
   b. Nested Ifs
   c. Sumif and Sumifs
   d. Iferror

2. Lookup
   a. Vlookup
   b. XLookup
   c. Match and Index

3. Arrays
   a. Using Array Formulas
   b. Editing an Array

4.  Date Function
    a.  Various Date Functions

5.  Text Functions
    a.  Concatenate
    b.  Left, Right, Mid

6.  Macros
    a.  Discussion of
    b.  Recording a macro
    c.  Editing and Refining the Macro

**Course Length:** 1 Day

**Prerequisite:** Intermediate knowledge of Excel