**Excel Training**

InPro Academy

Basics

1. Understanding user interface

Task 1:Use SUM, AVERAGE, MAX, MIN, COUNT functions to easily calculate totals, averages, maximums, minimums, and counts.

Statistical Functions:

* STDEV: Calculates the standard deviation of the "Score" column.
* VAR: Calculates the variance of the "Score" column.
* MEDIAN: Finds the median score.
* QUARTILE: Calculates quartiles of the "Score" column (e.g., first quartile, third quartile).

Logical Functions:

* COUNTIF: Counts the number of rows where the "Score" is greater than 80.
* COUNTIFS: Counts the number of rows where "Age" is greater than 25 and "Score" is less than 85.
* AVERAGEIF: Calculates the average score for students with a "Name" starting with "A".
* SUMIFS: Calculates the total score of students older than 25 and younger than 30.

Lookup and Reference Functions:

* VLOOKUP: Look up a student's score based on their name.
* INDEX & MATCH: More flexible alternative to VLOOKUP.
* HLOOKUP: Look up a student's age based on their score.
* COUNTBLANK: Counts the number of empty cells in the "Score" column.

Text Functions:

* CONCATENATE: Combines the "Name" and "Score" into a single column.
* LEFT: Extracts the first few characters of the "Name" column.
* RIGHT: Extracts the last few characters of the "Name" column.
* MID: Extracts a specific number of characters from the "Name" column.

Date and Time Functions:

* TODAY: Inserts today's date into a cell.
* NOW: Inserts the current date and time into a cell.

Task 2: Use CONCAT, LEFT, RIGHT, TRIM, UPPER, LOWER for handy text manipulation.

Use IF statements, nested IFs, AND, OR to create logical tests and make decisions. Useful for design checks.

Use VLOOKUP to lookup and retrieve data from other sheets or tables. Useful for referencing material specs, costs, etc.

Use PivotTables and PivotCharts to easily summarize large datasets. Useful for summarizing survey data.

Use basic macros to record and automate repetitive tasks. Good time saver.

Use IFERROR and ISNA to trap errors and invalid data entries. Important for good data.

Use conditional formatting rules to visually highlight values, like pass/fail checks.

Sort, filter, freeze panes to better organize and manage large tables of data.

Use AutoFilter drop downs to filter data and show what you need.

Reference cells from other worksheets with worksheet referencing. Avoid errors.

Make charts and graphs for quick visual data analysis. Easily explain concepts.

Use structured table references instead of cell addresses for clarity.

Use Range Names to refer to cells/ranges. More meaningful than addresses.

Secure important cells and worksheets by locking cells or hiding sheets.

Break large sheets into smaller files for easier management. Less scrolling.

Use Data Validation to create dropdown lists and limit data entry. Prevent errors.

Use 3D Formulas like SUMIFS for flexible calculations with criteria.

Link Excel data into AutoCAD for quick access while drafting.

Use Camera Tool to take snapshots of key data for report layouts. Clean way to present tables/graphs from calculations.