Excel Syllabus

Excel Formulas
Cell Referencing
Paint Special & Format Painter
DATE & TIME Functions
Text: CONCATENATE
Text: FIND & SEARCH
Text: REPLACE & SUBSTITUTE
Text: TEXT & VALUE Functions
Math: SUM, PRODUCT, SQRT
Math: ROUND & SUMIF Functions
Finance: Present / Future Value
Finance: NPV & IRR
Finance: PMT, RATE & NPER
VLOOKUP & HLOOKUP
MATCH Function
INDEX Function
Logical: AND, OR, NOT
Logical: IF & NESTED IF
Statistics: COUNT & COUNTIF
MEAN, QUARTILE, CORRELATION