

**Excel Magic! -More Functions**

**September 28-30-October 02 Tuesday-Thursday-Saturday**

**5:00 PM - 7:00 PM BC, 6:00 PM - 8:00 PM Alberta, 8:00 PM - 10:00 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this three evenings Information Session is $10.00**

**Participants will acquire Advanced knowledge on how to effectively use**

**More powerful functions of Microsoft Excel in advanced level**

**Course Outline**

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| **TEXT FUNCTIONS**   * *Manipulate bodies of your own or imported text*   **DATE AND TIME FUNCTIONS**   * *Determine time intervals*   **LOGICAL FUNCTIONS**   * *Help make logical decisions and NESTED FUNCTIONS when a single function will not produce the desired result*   ***CONDITIONAL FUNCTIONS***   * *Exert conditional criteria on calculations*   ***ARRAY Formulas***   * *To reduce time spent on calculations*   ***MATCH AND INDEX***   * *XLOOKUP (Office 365)* | **FILTER FUNCTION**  Extract multiple records from your data  **POWER QUERY**   * Allow connections to other data, local or remote, and to shape your data as you wish to see it for further analysis.   **FINANCIAL FUNCTIONS**   * in conjunction with DATA TABLES for multiple answers   **SMALL and LARGE FUNCTIONS**   * Can determine. What product has the most sales? What product came in second? Who has the shortest race run time? Who was second?   WHAT IF ANALYSIS TOOLS   * Complex problem solving |

**Pre-Requirement for this course: Intermediate Level Knowledge of Microsoft Excel**

[Upskill Your Spreadsheet Skills | The Ismaili Canada (iicanada.org)](https://www.iicanada.org/videos/learning-development/upskill-your-spreadsheet-skills)

**Advanced Registration with Pre-Payment Required**

<https://iicanada.org/form/microsoft-excel-magic-more-functions> (sept 28-30, 0ct 02)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit the digital Al-Akbhar for more information\*\***