



Manta Projects

Microsoft Excel II: Beyond the Basics (2 days)

FIND AND REPLACE

Using Find

Using Replace

HIDING COLUMNS AND ROWS

FREEZING COLUMNS AND ROWS

SORTING AND FILTERING

FORMULAS

Create a Simple Formula

Relative v Absolute Cell Addresses

Using Dates in Calculations

Copying a Formula

SIMPLE FUNCTIONS

SUM, AVERAGE, MIN, MAX

COUNT, COUNTA

TODAY

MORE COMPLEX FUNCTIONS

IF

ROUND

VLOOKUP

SUBTOTAL

Nested Functions

IFERROR

CONDITIONAL FORMATTING