



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

Excel Formulas & Functions III

IPD118

Hours: In Class 3 Clinical 0 Total 3

Description

Ready to learn even more crucial formulas on the path to becoming an expert? Finally in the last course of our 3-part series you will wrap up your training with the remainder of the most important Excel formulas.

Why learn it?

You will be taught through hands-on, contextual examples designed to showcase why these formulas are awesome and how they can be applied in a number of ways.

Prerequisites

IPD117 Excel Formulas & Functions II

Students who may want to save their work are encouraged to bring a USB flash drive or have access to cloud storage.

Learning Objectives

- Create formulas using database functions DSUM, DAVERAGE, and DCOUNT
- Evaluate and determine results using IF, Nested IF, AND, OR formulas.
- Create table lookup formulas using VLOOKUP, and HLOOKUP.
- Explore formula errors and error recovery using ISNA and ISERROR functions.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.