

Excel: Formulas III
OT517

Hours : In Class 3 Clinical Total 3

Description

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.

Prerequisites

Intermediate Excel knowledge, basic formula knowledge, or completion of Excel: Formula Basics

Books

- ISBN: (Included)

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.