

advanced excel functions and formulas

Advanced Excel Functions and Formulas: Unlocking the Power of Spreadsheets

advanced excel functions and formulas offer a remarkable toolkit for anyone looking to elevate their spreadsheet skills beyond basic calculations. Whether you're analyzing data for business insights, automating repetitive tasks, or creating dynamic reports, mastering these capabilities can dramatically increase your efficiency and accuracy. In this article, we'll dive deep into some of the most powerful and versatile advanced Excel functions and formulas, shedding light on how they work and when to use them.

Why Embrace Advanced Excel Functions and Formulas?

Excel is much more than just a digital ledger. It's a robust data analysis platform that can handle complex datasets, perform sophisticated calculations, and generate insightful visualizations. However, without a solid grasp of its advanced functions, many users miss out on its full potential. Advanced formulas allow you to automate workflows, reduce human errors, and gain deeper insights from your data. From financial modeling to data cleaning, these tools are indispensable.

Key Advanced Excel Functions You Should Know

1. INDEX and MATCH: The Dynamic Lookup Duo

While many are familiar with VLOOKUP, it has limitations, especially when your lookup column isn't the first one. INDEX and MATCH together provide a more flexible lookup method.

- **INDEX** returns the value of a cell in a table based on row and column numbers.
- **MATCH** finds the position of a lookup value in a row or column.

Using MATCH to find the row number and INDEX to retrieve the value at that position allows you to perform two-way lookups and lookups to the left, overcoming VLOOKUP's constraints.

2. SUMPRODUCT: More Than Just Summation

SUMPRODUCT is often underestimated, but it's incredibly powerful for weighted calculations, conditional sums, and array operations without needing to enter formulas as arrays (Ctrl+Shift+Enter). For example, you can multiply corresponding elements in arrays and then sum the results in one go. This makes it perfect for calculating weighted averages or performing conditional sums across multiple criteria.

3. ARRAY FORMULAS and Dynamic Arrays

Excel's newer versions support dynamic arrays, enabling functions like `FILTER`, `UNIQUE`, and `SORT` to spill results into adjacent cells automatically. These functions revolutionize how you manipulate data:

- **FILTER** extracts records based on criteria.
- **UNIQUE** removes duplicates instantly.
- **SORT** organizes data efficiently.

Array formulas can perform multiple calculations on one or more items in an array, returning either single or multiple results.

Leveraging Logical and Text Functions for Complex Scenarios

IF, AND, OR: Crafting Complex Logical Tests

Logical functions are the backbone of decision-making in Excel. The `IF` function lets you execute conditional logic, while `AND` and `OR` enable multiple criteria checks within a single formula. Combining these can create sophisticated decision trees, such as nested `IFs` or conditions that trigger different outputs depending on data patterns.

For example:

```
```excel
=IF(AND(A2>50, B2<100), "Eligible", "Not Eligible")
```
```

This formula checks if a value in A2 is greater than 50 and B2 is less than 100 before returning a result.

TEXT Functions: Cleaning and Formatting Data

Data often comes messy, and text functions help you clean and standardize it. Functions like `LEFT`, `RIGHT`, `MID`, `TRIM`, `CONCATENATE` (or `CONCAT`), and `TEXTJOIN` are invaluable. For instance, `TEXTJOIN` can merge text from multiple cells with a delimiter, ignoring blanks.

Regular use of these tools simplifies data preparation, which is often the most time-consuming part of any analysis.

Advanced Date and Time Functions

Managing dates and times accurately is crucial, especially in project management or financial analysis. Functions like `NETWORKDAYS` calculate working days between two dates, excluding weekends and holidays. `EDATE` and `EOMONTH` help in calculating due dates or month ends dynamically.

Combining these with logical functions enables you to build calendars, schedules, or aging reports with ease.

Tips for Mastering Advanced Excel Functions

- **Understand the data structure:** Knowing how your data is organized helps in choosing the right function.
- **Break down complex formulas:** Test parts of a formula separately before combining them.
- **Use named ranges:** They make formulas easier to read and maintain.
- **Leverage Excel's Formula Auditing tools:** Trace precedents and dependents to troubleshoot errors.
- **Practice with real-world datasets:** Applying formulas to practical problems reinforces learning.

Automating Tasks with Advanced Formulas and Functions

Beyond calculations, advanced Excel functions can automate repetitive tasks. For example, combining IFERROR with VLOOKUP or INDEX/MATCH prevents ugly error messages and ensures cleaner dashboards. Functions like INDIRECT allow dynamic referencing based on cell values, making templates more flexible.

Moreover, integrating array formulas or dynamic arrays can replace manual filtering and sorting steps, letting Excel do the heavy lifting as data updates.

Exploring Financial and Statistical Functions

Excel's library includes specialized functions like PMT for loan payments, NPV for net present value, and IRR for internal rate of return, all critical for financial modeling. Statistical functions such as AVERAGEIFS, MEDIAN, STDEV.P, and FORECAST provide robust tools for analyzing trends and variability.

Harnessing these functions can transform raw numbers into actionable insights, whether you're budgeting, forecasting, or measuring performance.

Final Thoughts on Advanced Excel Functions and Formulas

Diving into advanced Excel functions and formulas opens up a world of possibilities. The key is to build a strong foundation with core functions like INDEX, MATCH, and SUMPRODUCT, then expand into dynamic arrays, logical operations, and specialized financial or statistical formulas. As you experiment and combine these tools, you'll find yourself solving problems more creatively and efficiently.

Remember, Excel is a constantly evolving platform, so staying updated with new functions and features is just as important as mastering existing ones. The more you explore, the more you unlock the true power of your spreadsheets.

Frequently Asked Questions

What are some advanced Excel functions that can improve data analysis?

Advanced Excel functions such as INDEX-MATCH, VLOOKUP, HLOOKUP, SUMIFS, COUNTIFS, and array formulas can significantly enhance data analysis by allowing more dynamic data retrieval, conditional calculations, and complex data manipulation.

How does the INDEX and MATCH combination work better than VLOOKUP?

The INDEX and MATCH combination is more flexible than VLOOKUP because it allows lookups in any direction (not just left-to-right), handles large datasets more efficiently, and avoids issues when columns are inserted or deleted, making formulas more robust.

What is an array formula in Excel and when should it be used?

An array formula performs multiple calculations on one or more items in an array and returns either a single result or multiple results. It is useful for complex calculations like conditional sums, counts, or extracting unique values without helper columns.

How can I use the OFFSET function in advanced Excel formulas?

The OFFSET function returns a range that is a specified number of rows and columns from a reference cell. It is often used to create dynamic ranges in formulas, enabling charts or calculations to automatically adjust as data grows or changes.

What is the purpose of the INDIRECT function in Excel?

The INDIRECT function returns the reference specified by a text string, allowing dynamic referencing of cells or ranges. It is useful for creating flexible formulas that can change references based on user input or other

cell values.

How can I use the LET function to optimize complex formulas?

The LET function allows you to assign names to calculation results inside a formula, improving readability and performance by avoiding repeated calculations. It's ideal for breaking down complex formulas into understandable parts within a single formula.

What are dynamic array functions and how do they enhance Excel functionality?

Dynamic array functions like FILTER, SORT, UNIQUE, SEQUENCE, and RANDARRAY automatically spill results into adjacent cells, enabling more powerful and flexible data manipulation without the need for manual copying or complex helper formulas.

How can I create conditional calculations using SUMIFS and COUNTIFS?

SUMIFS and COUNTIFS functions allow you to sum or count cells that meet multiple criteria across different ranges. They are essential for performing conditional calculations in datasets with multiple conditions efficiently and without using complex array formulas.

What is the difference between the IFERROR and IFNA functions?

IFERROR returns a specified value if a formula results in any error, whereas IFNA only traps #N/A errors. Using IFNA is preferable when you want to handle missing data errors specifically without masking other types of errors.

Additional Resources

Advanced Excel Functions and Formulas: Unlocking Data Mastery for Professionals

advanced excel functions and formulas represent the backbone of efficient data management, analysis, and decision-making in today's business environment. As organizations grapple with increasing volumes of data, the ability to leverage Excel's sophisticated capabilities distinguishes proficient users from novices. This article delves into the realm of advanced Excel functions and formulas, dissecting their practical applications, benefits, and nuances, while revealing how they empower professionals to extract actionable insights with precision and speed.

Understanding the Power of Advanced Excel Functions and Formulas

Excel, a ubiquitous tool in offices worldwide, offers an extensive library of

functions ranging from simple arithmetic to complex logical operations. While basic formulas like SUM, AVERAGE, or IF are staples for many users, advanced Excel functions and formulas unlock deeper analytical potential. These include array formulas, dynamic arrays, lookup functions, and statistical tools that cater to complex data scenarios.

The key to mastering Excel lies in understanding not just individual functions but how to combine them to solve multifaceted problems. For instance, nesting functions such as INDEX and MATCH or integrating newer dynamic array functions like FILTER and UNIQUE can streamline workflows that traditionally required manual intervention.

Key Categories of Advanced Excel Functions

Advanced Excel functions and formulas broadly fall into several categories, each serving specific analytical or operational purposes:

- **Lookup and Reference Functions:** Functions like VLOOKUP, HLOOKUP, INDEX, and MATCH facilitate data retrieval across tables and ranges, essential for relational data analysis.
- **Logical and Conditional Functions:** IF, AND, OR, and nested IF statements enable conditional decision-making within spreadsheets.
- **Text Manipulation Functions:** Functions such as TEXTJOIN, CONCAT, LEFT, RIGHT, and MID allow for sophisticated handling and transformation of textual data.
- **Array and Dynamic Array Functions:** Introduced in recent Excel versions, these functions, including SEQUENCE, SORT, UNIQUE, and FILTER, offer dynamic data spill capabilities for real-time updates.
- **Statistical and Mathematical Functions:** Functions like SUMPRODUCT, AGGREGATE, and various statistical formulas enable complex numerical analyses.

Advanced Lookup: Moving Beyond VLOOKUP

Among the most frequently used advanced Excel functions and formulas are lookup tools that enable users to extract specific information from large data sets. While VLOOKUP has been a staple for years, it comes with limitations such as its inability to search columns to the left and its reliance on static column indexes.

The combination of INDEX and MATCH functions offers a more robust alternative. INDEX returns the value at a given position in a range, while MATCH finds the position of a value within a range. When nested, they overcome VLOOKUP's constraints, allowing bidirectional lookup and enhanced flexibility.

For example:

```
```excel
=INDEX(B2:B100, MATCH("ProductX", A2:A100, 0))
```
```

This formula retrieves the price of "ProductX" from column B, searching for it in column A, regardless of the columns' order.

Newer dynamic array functions like XLOOKUP, available in Excel 365 and Excel 2021, further simplify lookup operations by combining the capabilities of VLOOKUP and INDEX/MATCH with additional features such as default return values if no match is found, search direction controls, and the ability to return entire rows or columns.

Harnessing Array Formulas and Dynamic Arrays

Array formulas have traditionally been a complex yet powerful aspect of Excel, enabling calculations over ranges of data rather than single cells. Before the introduction of dynamic arrays, users had to enter array formulas using CTRL+SHIFT+ENTER (CSE), which often intimidated many.

Dynamic array functions now allow formulas to spill results into adjacent cells automatically. Functions like FILTER enable users to extract subsets of data based on criteria without resorting to complex macros or manual filtering.

For instance, to extract all sales figures greater than \$10,000:

```
```excel
=FILTER(A2:B100, B2:B100 > 10000)
```
```

This formula dynamically updates as data changes, showcasing Excel's evolution toward interactive and responsive spreadsheet models.

Advanced Logical and Conditional Functions

Logical functions are foundational for building decision trees and conditional workflows within Excel. Advanced users often nest multiple IF statements to handle complex scenarios, but this can lead to unwieldy formulas.

The introduction of IFS and SWITCH functions simplifies this by allowing multiple conditions to be evaluated cleanly. IFS tests multiple conditions sequentially, returning the value corresponding to the first TRUE condition.

Example:

```
```excel
=IFS(A1 > 90, "Excellent", A1 > 75, "Good", A1 > 50, "Average", TRUE, "Poor")
```
```

This formula categorizes scores into qualitative grades without nested IF complexity.

Additionally, logical functions like AND and OR are frequently combined

within IF statements to test multiple conditions simultaneously, enhancing analytical precision.

Text Functions for Data Cleaning and Transformation

Handling textual data is often underestimated in Excel's advanced functions. Yet, functions like TEXTJOIN and CONCAT facilitate the merging of text strings efficiently, replacing older concatenation methods.

For example, to concatenate a list of names separated by commas:

```
```excel
=TEXTJOIN(", ", TRUE, A2:A10)
```
```

Furthermore, functions such as LEFT, RIGHT, MID, and LEN allow users to extract or measure specific parts of text strings, essential for parsing data imported from external sources.

Power users often combine these with FIND and SEARCH functions to locate substrings or patterns within text, enabling dynamic data extraction and transformation.

Practical Applications in Business and Data Analysis

The practical applications of advanced Excel functions and formulas span sectors and disciplines. Financial analysts rely on formulas like SUMPRODUCT for weighted calculations and AGGREGATE for handling datasets with errors gracefully. Marketing teams use dynamic arrays to segment customers based on demographics or purchase behavior rapidly.

Moreover, the ability to automate repetitive tasks through formula-driven logic reduces human error and increases productivity. For example, inventory management can leverage conditional formulas to flag low stock levels automatically, triggering alerts without manual checks.

Pros and Cons of Using Advanced Excel Functions

While advanced Excel functions and formulas empower users, they come with their own set of challenges:

- **Pros:**

- Enhance data processing efficiency and accuracy.
- Enable complex analyses without additional software.
- Facilitate automation of repetitive tasks.
- Improve data visualization through dynamic updates.

- **Cons:**

- Steep learning curve for new or casual users.
- Complex formulas can become difficult to audit and debug.
- Compatibility issues between Excel versions, especially with dynamic arrays.
- Potential performance slowdowns with very large datasets.

Future Trends and the Evolving Landscape of Excel Functions

As Microsoft continues to innovate, Excel's formula capabilities are evolving to include more AI-driven features and integration with cloud services. Functions that incorporate machine learning models or provide predictive analytics are gradually becoming part of the advanced user's toolkit.

Additionally, the integration of Power Query and Power Pivot complements advanced functions by enabling sophisticated data modeling and transformation beyond traditional spreadsheet confines.

This ongoing expansion emphasizes the importance for professionals to stay updated on Excel's capabilities, as mastery of advanced functions and formulas will remain a critical skill in data-centric roles.

In essence, advanced Excel functions and formulas are not just tools but strategic assets that enable professionals to navigate complex datasets, draw meaningful conclusions, and maintain a competitive edge in data-driven environments.

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advanced excel functions and formulas: Microsoft Excel Functions & Formulas Bernd Held, 2006-09-05 Easy to use and equipped with a variety of functions, Microsoft Excel is the tool of choice

when it comes to crunching numbers, building charts, and analyzing tables. But most users only scratch the surface of the program's functionality, especially the built-in formulas designed to make everyday operations and real-world tasks more efficient. Microsoft Excel Functions & Formulas demonstrates the secrets of Excel functions through the use of practical and useful examples in a quick reference format. Topics include logical, text, date and time, basic statistical, mathematical, financial, database, and lookup and reference functions as well as conditional formatting with formulas, array formulas, and user-defined functions. This book's extensive examples make it an excellent tutorial for all Excel users who want to understand, create, and apply formulas. Intermediate and advanced users will find Microsoft Excel Functions & Formulas an excellent reference to many of the program's advanced formulas and functions.

advanced excel functions and formulas: Microsoft Excel Functions and Formulas with Excel 2019/Office 365 Bernd Held, Brian Moriarty, Theodor Richardson, 2019-02-25 No detailed description available for Microsoft Excel Functions and Formulas with Excel 2019/Office 365.

advanced excel functions and formulas: 200+ Excel Formulas and Functions Prof. Michael McDonald, 2023-05-23 Improve your daily work efficiency and productivity using Microsoft Excel

KEY FEATURES ● Get familiar with some of the most useful basic and advanced features in Excel. ● Discover important Excel functions that can quickly and easily perform calculations and analysis. ● Get tips and tricks to become an expert in spreadsheets.

DESCRIPTION Microsoft Excel is one of the most significant and widely used tools in various professions and industries. If you want to master Excel, then this book is for you. This book focuses on Excel formulas and functions that transform Excel from a simple spreadsheet into a dynamic and powerful analytics data source for business intelligence. The book demonstrates the formulas and functions with examples, big datasets, and storytelling scenarios. It explains how to use 200+ Excel functions and formulas to create dynamic Excel dashboards, filter relevant data, and show informative and analyzed information. The book also covers instructions on how to develop formulas by combining existing functions to obtain the necessary analysis. After reading the book, you will be well prepared to use Excel for personal and professional tasks ranging from analyzing data to making forecasts and organizing information.

WHAT YOU WILL LEARN ● Build complex data-driven models using the lookup and reference functions. ● Learn how to speed up tedious and time-consuming tasks with the user-defined functions in Excel. ● Use a wide range of financial functions to perform complex financial calculations. ● Analyze data and perform various statistical calculations using the statistical functions. ● Explore and work with different mathematical functions in Excel.

WHO THIS BOOK IS FOR This book is for everyone who uses Excel daily. It is also for business professionals, researchers, scientists, statisticians, and students who want to use Excel for managing and analyzing data.

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advanced excel functions and formulas: Microsoft Excel Formulas and Functions (Office 2021 and Microsoft 365) Paul McFedries, 2022-03-25 Use Excel 365 and Excel 2021 core features to build spreadsheets that solve business problems and deliver reliable answers. Drawing on his unsurpassed experience, Paul McFedries helps you make the most of formulas and functions, including recent improvements ranging from dynamic arrays to XLOOKUP and LET. McFedries' step-by-step projects walk you through handling key tasks, from building timesheets to projecting cash flow and aging receivables. His practical examples and clear instructions demystify intermediate-to-advanced-level formula construction, and help you leverage Excel's most useful functions in your everyday work. Becoming an Excel expert has never been easier! By reading this book, you will: Improve business analyses by adding intelligence and knowledge to your models Replace cumbersome formulas with convenient predefined functions Use modern lookups to make your formulas more powerful and flexible Simplify complex calculations with dynamic arrays in Excel

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advanced excel functions and formulas: Advanced Excel Formulas Part 1: Excel's Logical Functions Grant Gamble, 2017-12-12 Excel Formula Mastery The ability to write, understand and maintain complex formulas is the key to mastering Excel. Complex formulas make use of multiple functions to achieve a specific operation; and it is the need to nest one function inside another that can sometimes make Excel formulas seem so impenetrable. Advanced Excel Formulas is a practical, hands-on series of books which will show you how to create, comprehend and maintain complex Excel formulas; those which use multiple Excel functions in combination. A key feature of this series is the use of explanatory diagrams; which, for your convenience, are also provided for you in PDF format. You can study them at your leisure. You can print them out; make

notes on them; whatever you find useful. Another key feature of these books is that we write our formulas on multiple lines and make strategic use of indentation. This makes it easier to read complex formulas, since it helps to emphasize the hierarchical relationship between the various functions used in a complex formula. This first book of the series focuses on Excel's conditional functions, since these are the most versatile of all Excel's functions. You will learn how to combine logical function, like IF, IFERROR, OR and AND with other Excel functions, to create complex and insightful formulas.

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advanced excel functions and formulas: Microsoft Excel Statistical and Advanced Functions for Decision Making Palani Murugappan, 2014-07-01 Perform various data analysis using statistical functions, filters and histograms! Learn all about pivot tables and pivot charts! Use the Solver and Goal Seek to find optimum results! Perform sales forecasting and various predictions using Excel's built-in functions! Most of you probably know how to use Excel. How many can handle the above functions and features mentioned? This is the book for you if you want to learn the advanced Excel functions. This book was written to help any users wanting to have a good grasp on the advanced functions and an analysis of the various statistical tools for the purpose of decision making. It goes further by introducing the concepts of filters, estimating and forecasting, data validation, conditional formatting, goal seek, using the solver, and finally, pivot tables and pivot charts. Many books have been written on Excel. However, this book explains most of the advanced functions and features in a rather simplified manner with plenty of screen captures wherever possible. New users and existing users on Excel will find this book handy.

advanced excel functions and formulas: Mastering Microsoft Excel a Comprehensive Guide Américo Moreira, Mastering Microsoft Excel : a Comprehensive Guide is a comprehensive and user-friendly book that aims to help readers become proficient in using Microsoft Excel 2022. Whether you are a beginner or an experienced user, this book provides step-by-step instructions and practical examples to enhance your Excel skills. From basic functions to advanced formulas, data analysis, and automation, this guide covers all the essential features and techniques of Excel 2022. With a clear and concise writing style, this book offers a structured approach to learning Excel 2022. Each chapter focuses on a specific topic, providing explanations, examples, and exercises to reinforce your understanding. You will learn how to create and format spreadsheets, use formulas and functions effectively, analyze data using charts and pivot tables, and automate tasks with macros and VBA programming. Additionally, this guide covers the latest features and updates in Excel 2022, ensuring that you stay up-to-date with the software's capabilities. Whether you are a student, professional, or business owner, mastering Microsoft Excel 2022 is essential for improving productivity and making informed decisions. This comprehensive guide equips you with the knowledge and skills needed to navigate Excel with confidence. By the end of this book, you will have a solid foundation in Excel 2022 and be able to leverage its powerful features to streamline your work and achieve your goals.

advanced excel functions and formulas: Microsoft Excel 2019 Made Simple Martins Gilbert O, 2020-02-22 MICROSOFT EXCEL 2019 MADE SIMPLE 2020 UPDATE This Microsoft Excel 2019 Made Simple: A Practical Guide to Microsoft Excel Formulas and Functions For Data Analysis, Accounting, and Business Modeling is intended for anyone looking to learn the basics of applying Excel's robust Data analysis and statistical tools to their businesses or work activities. If understanding statistics is a major challenge or you are not especially mathematically-inclined, or if you want a spreadsheet package to put your business or accounting needs together, then this is the right book for you. Here you'll learn how to use key data analysis and statistical tests using Excel 2019 without being overwhelmed by the underlying theory. This book clearly and methodically shows and explains how to create and use Excel formulas and functions to solve practical problems in your business. Excel 2019 is a readily available computer program for students, instructors, and business owners. It is also an effective teaching and learning tool for quantitative analyses in

Accounting and business courses. Excel's powerful numerical computational ability and graphical functions make learning this package a necessity. This practical guide shows Excel's capabilities and focuses on rendering the subject as simple as possible appropriately and efficiently. Some of the unique features of this book include: -A step by step guide on how to use Excel and a detailed explanation of each action so that you can understand how to apply them. -Includes specific objectives for each Excel function and how to apply them. -Includes over 120 screenshots to help you perform the Excel steps correctly -The book contains practical examples and problems taken from business models. -Functions and formulas are explained in clear and straightforward terms without bogging you down with mathematical details. -This book will teach you how to create each Excel file used in the illustrations yourself. Note that you are expected to develop an Excel file for your business. -This book will give you ample practical illustrations on how to develop your Excel files. -Each section presents the steps needed to solve a practical business problem using Excel formulas and functions. -Includes how to perform complex calculations, and create a database. -This book will also teach you Excel features like Charts, Collaboration, Data Loss Protection, Smart Lookups, d104 lines in a cell, Enhanced PivotTable, Multi-select Slicer, etc. -A List of Microsoft Excel Keyboard Shortcut Keys is given in Appendix A. This book is appropriate for Data Analysis, Business Modeling and Accounting. It also helps users who wish to understand the basics as well as advanced Excel Functions or improve their Excel skills. Don't Wait any longer, scroll up and hit the BUY BUTTON to get this book in your library.

advanced excel functions and formulas: Basics of Microsoft Excel Manish Soni, 2024-11-10

As we embark on this journey together, this book aims to demystify Excel's features and functionalities, providing step-by-step instructions, practical tips, and real-world examples to ensure that you not only understand the concepts but also learn how to apply them in your day-to-day tasks.

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visualisation straightforwardly. This book will teach you how to solve business problems using Excel's built-in functions. In this book, you will learn: ● Start with the essential Excel skills and gradually learn the sophisticated formulas. ● Discover how to quickly and easily import data from various external sources and formats. ● Eliminate complex data structures, adjust formats, and enhance data visibility. ● Discover hundreds of shortcuts, do complex computations, and study intelligent visuals. ● Learn how to use PivotTables, What-If Analysis and Array functions to generate valuable reports and dashboards. What makes this book your go-to Excel skill guide? ● Excel techniques and formulas. ● Several practical examples that make day-to-day job activities easier in minutes. ● With only a few clicks, you can learn to filter, manage, and analyse your business data. ● High-quality images and screenshots help you choose the correct tool in seconds. And there are many more to explore in this book. WHO THIS BOOK IS FOR Students, recent graduates, and professionals, such as Accountants, Retail Managers, Sales Executives, Business Analysts, Administrative Assistants, and HR Professionals who want to boost their day-to-day data management and analytical skills, will find this book to be an invaluable resource. This book, along with Excel or Microsoft 365, is all you need to become a professional Excel user. TABLE OF CONTENTS 1. What is New in Excel 2021 2. Excel Basics 3. Transforming and Managing Data 4. Achieving Data Consistency 5. Manipulating data 6. Power of Tables 7. Introduction to Formulas and Functions 8. Text & Other Functions 9. Date Functions 10. Logical and Lookup Functions 11. Array Functions 12. Formula Auditing 13. PivotTables 14. What-If Analysis 15. Protection and Security 16. Conditional Formatting 17. Charting Data 18. Excel Hacks and Tips - The Practical Side 19. The Way Forward

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