

## Microsoft Excel – Functioning Efficiently

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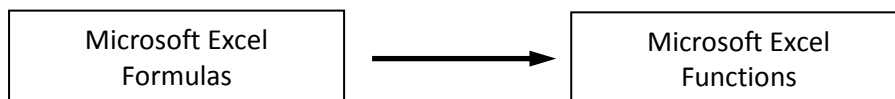
### Audience

You have been using basic formulas and basic functions, but you now want to expand your knowledge further with advanced functions. You can work out the highest targets through to the lowest targets, but perhaps you want to work out a bonus schedule based on individual targets being reached over a certain level? Using functions as tools will assist you in creating meaningful information from your data. Functions are also a useful tool for searching for specific information in sheets of data and for creating re-usable tools that can be used for specific business functions.

### Duration

2 hours

### Prior Learning Segment



You must already be able to navigate efficiently within Excel and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Excel – Formulas course.

### Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

### Key Learnings

- Database Functions
- Lookup Functions
- Conditional Functions

### Learning Outcome(s)

At the end of the course you will have the knowledge necessary to employ more advanced functions and be able to control your existing data for everyday business use.

### Next Learning Segment

