

Outline – Excel Formulas II

Using the Series Command for Date and Data Series

Entering a Growth Series

Using AutoFill

Using a Stopping Point

Troubleshooting Error messages and Auditing A Worksheet

Tracing Precedents and Dependents in a Worksheet

Tracing Errors in a Worksheet

Examining Function Categories

Using the IF Function

Nesting IF Functions

Using ISERR

Create an IF with an IS function that suppresses errors that may appear in formulas

Using AND

Using OR

Using the VLOOKUP Function

Using the HLOOKUP Function

Explore how Excel handles dates and times

Identify date-related functions

Using the DATE Function

Using the NOW Function

Use the WEEKDAY Function to list the day of the week for a date

Additional Uses for the WEEKDAY Function

Exploring other date functions available

Concatenating Labels Using Text Functions

Using the TEXT Function

Using the PROPER, UPPER and LOWER Functions

Use the REPT function to repeat text or create a histogram