

Excel Formulas and Functions

2nd Edition

Steven M. Bragg

Table of Contents

Excel Formulas and Functions	1
Learning Objectives	1
Introduction.....	1
Conventions Used in This Course	1
The Worksheet Ribbon	2
Introduction to Formulas and Functions.....	3
Formula Basics.....	3
Formula Error Correction	11
Common Mathematical Operations	12
Percentage Calculations	12
Division by Zero Avoidance.....	14
Rounding Numbers	15
Counting Values	15
Text Manipulation Formulas	16
Text Boxes	16
Join Text.....	17
Change Case.....	17
Space Removal	17
Text Extraction.....	18
Date and Time Formulas.....	18
Date and Time Serial Numbers in Excel	18
Current Date and Time	19
Age Calculations.....	19
Date and Time Parsing	19
Decimal Time Conversion	20
Year Fraction.....	20
Conditional Analysis Formulas	21
Conditional Analysis Concepts	21
Conditional Calculations.....	22
Matching and Lookup Formulas	23
Vertical Lookup.....	24
Financial Analysis Formulas.....	27
Earnings Calculations	27
Breakeven Calculation	28
Interest Rate Topics.....	29
Depreciation	31
Present Value and Future Value	34
Net Present Value.....	35
Internal Rate of Return.....	35
Forecasting.....	36
Descriptive Statistics Formulas	38
High and Low Values	38
Average, Median and Mode	39
Conditional Formatting.....	40
Highlight List Exceptions.....	44
Formula Error Elimination	45
Worksheet Errors and Possible Corrections	46
Excel Auditing Tools	47
Autocorrect	49
Summary.....	51
Review Questions.....	52
Review Answers	54
Glossary	57
Index	59