

Decision Making Functions in Excel

Course Description

This course overviews several Excel Logical functions and then covers other decision-making functions such as AVERAGEIF, SUMIF, SUMIFS, COUNTIFs and IFERROR. You will find these functions useful in your budgeting and analysis work. This course is designed for professionals using Excel 2013 through and including Excel 2019. If you have an earlier version, there may be a few functions covered that you will not be able to try.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase.

Course Level: Overview. This program is appropriate for professionals at all organizational levels.

CPE Credits: 3 (CPA)

Category: Computer Software and Applications

Prerequisite: This course is based on Excel 2013 thru Excel 2019. A basic understanding of file management (how to open and save files) is assumed. You should be comfortable using Excel at a basic level.

Advanced Preparation: None

Course Learning Objectives

After studying this course you will be able to:

1. Identify different decision making functions and their purpose and which to select
2. Recognize the components of the Logic functions
3. Recognize the syntax of different decision making functions
4. Differentiate and use nested and embedded functions within an IF statement