



Microsoft Excel IF Functions & Conditional Formatting

Students on this Microsoft Excel – IF Functions and Conditional Formatting half day course will learn various ways to use one of Excel's most popular functions, the IF Function. You will explore Nested Functions and variations such as SumIF. You will then move on to work with Conditional Formatting to assist with data visualisation, all without having to be away from the office for a full day.

The course assumes that you have a working knowledge of the fundamentals of Excel, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

Course Content

IF Functions

- Logical Functions
- Using True and False
- Using Comparison Operators

Nested IF Functions

- Building Nested Functions

Using IFEError

- Uses for the IFEError Function
- Applying the IFEError Function

Using SumIF and CountIF

- Setting up SumIF Functions
- Creating CountIF Functions

Conditional Formatting

- Applying Conditional Number Formatting
- Using Data Bars
- Using Colour Scales
- Using Traffic Lights for KPIs

Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)
10 students (Your Office)



Great course, really informative and friendly instructor.

Really appreciated that he had workplace experience and didn't just know the software.

H. Mills