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Mastering Excel: If, SumIf, and CountIf Formulas [1]

The purpose of the Mastering Excel: If, SumIf, and CountIf Formulas course is to provide participants with a comprehensive understanding of formulas and techniques to efficiently manage data in Excel and visualize this data in charts and dashboards. Specifically, this class covers the CountIf, SumIf, CountIfs, SumIfs, and IF formulas.

Program Level: Basic

Prerequisites: None

Advanced Preparation: N/A

Instructional Method: Group-Internet Based

Instructor:

Recommended CPE Credit: 2.0 Hours

Field of Study: Computer Software and Applications

Course Objectives:

At the end of the course, participants will be able to:

- Use SumIf and CountIf formulas to sum and count data based on criteria
- Use SumIfs and CountIfs formulas to sum and count data based on multiple criteria
- Use IF formula to return one value if a criteria is true and a different value if a criteria is not true
- Combine IF formula with nested And and OR formulas to expand criteria
- Use nested IF formulas to return more than two values based on whether multiple criteria are true

Program Policies [2]

NASBA Statement:

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