# Microsoft Excel 365 – Useful Functions

**½ Day [3hrs] Hands On Training Course**

Designed for **current users** of Excel this session covers a range of functions and explores how they can be used in your work environment. This session is based on Microsoft Excel 365 desktop version and not the web app.

**Requirements**

This session is best run hands on with participants utilising a computer

**What You Will Cover:**

- IF Function
- VLOOKUP
- COUNT, COUNTIF
- ISERROR
- How to Use the ISERROR Function
- Using ISERROR with Conditional Formatting
- SUMIF
- PROPER
- ROUND
- TRIM
- To Use the TRIM Function
- SUMIF Using 3 Arguments