

uCertify

Course Outline

200+ Excel Formulas and Functions



04 Aug 2025

1. Exercises, Quizzes, Flashcards & Glossary

Number of Questions

2. Expert Instructor-Led Training

3. ADA Compliant & JAWS Compatible Platform

4. State of the Art Educator Tools

5. Award Winning Learning Platform (LMS)

6. Chapter & Lessons

Syllabus

Chapter 1: Preface

Chapter 2: Getting Started with Excel

Chapter 3: The 10 Most Popular Functions in Excel

Chapter 4: Logical Functions in Excel

Chapter 5: Lookup and Reference Functions in Excel

Chapter 6: Math Functions in Excel

Chapter 7: Statistical Functions in Excel

Chapter 8: Text Functions in Excel

Chapter 9: Information Functions in Excel

Chapter 10: Financial Functions in Excel

Chapter 11: Date and Time Functions in Excel

Chapter 12: Database Functions in Excel

Chapter 13: Cube Functions in Excel

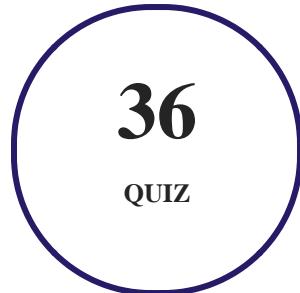
Chapter 14: Web Functions in Excel

Chapter 15: User-defined Functions in Excel

Videos and How To

1.  Quiz

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.



2. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

3. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

4. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

5. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**

1. Best Postsecondary Learning Solution

- **2015**

1. Best Education Solution
2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**

1. Best Virtual Learning Solution
2. Best Education Cloud-based Solution
3. Best College and Career Readiness Solution
4. Best Corporate / Workforce Learning Solution
5. Best Postsecondary Learning Content Solution
6. Best Postsecondary LMS or Learning Platform
7. Best Learning Relationship Management Solution

- **2017**

1. Best Overall Education Solution
2. Best Student Assessment Solution
3. Best Corporate/Workforce Learning Solution
4. Best Higher Education LMS or Learning Platform

- **2018**

1. Best Higher Education LMS or Learning Platform
2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

- **2019**

1. Best Virtual Learning Solution
2. Best Content Authoring Development or Curation Solution
3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

6. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Preface

Chapter 2: Getting Started with Excel

- Using Excel
- Conclusion

Chapter 3: The 10 Most Popular Functions in Excel

- SUM Function
- IF function
- LOOKUP function
- VLOOKUP function
- MATCH function
- CHOOSE function
- DATE function
- DAYS function
- FIND and FINDB functions
- INDEX function
- Conclusion
- Points to remember

Chapter 4: Logical Functions in Excel

- AND function
- FALSE function
- TRUE function
- IFERROR function
- IFNA function
- IFS function
- NOT function
- OR function
- XOR function
- SWITCH function
- Conclusion
- Points to remember

Chapter 5: Lookup and Reference Functions in Excel

- ADDRESS function
- AREAS function
- COLUMN and COLUMNS functions

- FILTER function
- FORMULATEXT function
- GETPIVOTDATA function
- HLOOKUP function
- HYPERLINK function
- INDIRECT function
- OFFSET function
- ROW and ROWS functions
- RTD function
- SORT and SORTBY functions
- TRANSPOSE function
- UNIQUE function
- XLOOKUP function
- XMATCH function
- Conclusion
- Points to remember

Chapter 6: Math Functions in Excel

- ABS function

- ACOS and ACOSH functions
- ACOT and ACOTH functions
- ASIN and ASINH functions
- ATAN and ATANH functions
- CEILING and FLOOR functions
- COMBIN and COMBINA functions
- COS and COSH functions
- COT and COTH functions
- CSC and CSCH functions
- DECIMAL function
- DEGREES and RADIANS functions
- EVEN and ODD functions
- INT function
- LCM function
- LN and LOG functions
- MMULT functions
- MOD function
- POWER function

- PRODUCT function
- RAND and RANDBETWEEN functions
- ROMAN function
- ROUND, ROUNDUP, and ROUNDDOWN functions
- SEC and SECH functions
- SIGN function
- SIN and SINH function
- SQRT function
- SUBTOTAL function
- SUMIF, SUMPRODUCT, and SUMSQ functions
- TAN and TANH functions
- Conclusion
- Points to remember

Chapter 7: Statistical Functions in Excel

- NORM.DIST and NORM.INV functions
- PERCENTILE.INC and PERCENTILE.EXC functions
- PHI function
- POISSON.DIST function

- PROB function
- QUARTILE.EXC and QUARTILE.INC functions
- RANK.AVG and RANK.EQ functions
- RSQ function
- SKEW and SKEW.S functions
- STDEVA and STDEVPA functions
- FORECAST and FORECAST.LINEAR functions
- GEOMEAN and HARMEAN functions
- The formula
- GROWTH function
- LOGNORM.DIST and LOGNORM.INV functions
- MEDIAN function
- MIN function
- NEGBINOM.DIST function
- STEYX function
- T.DIST, T.DIST.2T, and T.DIST.RT functions
- T.INV and T.INV.2T functions
- T.TEST function

- TREND function
- TRIMMEAN function
- VAR.P and VAR.S functions
- Z.TEST function
- Conclusion
- Points to remember

Chapter 8: Text Functions in Excel

- CLEAN function
- CODE function
- CONCATENATE function
- DOLLAR function
- EXACT function
- FIND function
- FIXED function
- LEFT and RIGHT functions
- LEN function
- LOWER, UPPER functions
- MID function

- NUMBERVALUE function
- PROPER function
- REPLACE function
- SEARCH function
- SUBSTITUTE function
- Errors to avoid
- TEXT function
- TRIM function
- UNICHAR function
- UNICODE function
- VALUE function
- Conclusion
- Points to remember

Chapter 9: Information Functions in Excel

- Cell function
- ERROR.TYPE function
- INFO function

- ISBLANK function
- ISERROR and ISERR functions
- ISEVEN and ISODD functions
- ISFORMULA function
- ISLOGICAL function
- ISNA function
- ISNUMBER function
- ISREF function
- ISTEXT function
- N function
- SHEET function
- Type function
- Conclusion
- Points to Remember

Chapter 10: Financial Functions in Excel

- COUPDAYS, COUPNUM, and COUPPCD functions
- CUMIPMT and CUMPRINC functions
- DB and DDB functions

- DISC function
- DURATION and MDURATION functions
- EFFECT function
- INTRATE function
- IPMT function
- IRR, MIRR, and NPV functions
- NOMINAL function
- PRICE, YIELD, YIELDDISC, and YIELDMAT functions
- XIRR and XNPV functions
- VDB function
- Conclusion

Chapter 11: Date and Time Functions in Excel

- DATE function
- Uses and applications
- DAY, MONTH, and YEAR functions
- The formula
- DAYS and DAYS360 functions

- EDATE and EOMONTH function
- HOUR, MINUTE, and SECOND functions
- ISOWEEKNUM and WEEKNUM functions
- NETWORKDAYS function
- NOW and TODAY functions
- TIME function
- WEEKDAY function
- Conclusion
- Points to remember

Chapter 12: Database Functions in Excel

- DAVERAGE function
- DCOUNT function
- DCOUNTA function
- DGET function
- DMIN and DMAX functions
- DPRODUCT function
- DSUM function
- DSTDEV and DVAR functions

- Conclusion

Chapter 13: Cube Functions in Excel

- CUBEMEMBER function
- CUBEKPIMEMBER function
- CUBEMEMBERPROPERTY function
- CUBERANKEDMEMBER function
- CUBEVALUE function
- Conclusion

Chapter 14: Web Functions in Excel

- ENCODEURL function
- FILTERXML function
- WEBSERVICE function
- Conclusion

Chapter 15: User-defined Functions in Excel

- CALL function
- EUROCONVERT function

- REGISTER.ID function
- Conclusion

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