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# EXCEL FUNCTIONS & FORMULAS

**Duration: 2 Days**

**Learn to use Functions and Formulas you never knew existed!!**

**We will look at 140 Functions in Excel**

**Some examples include:**

- ❑ Age calculation
- ❑ AutoSum Shortcut key
- ❑ Filename Formula
- ❑ Instant Charts
- ❑ Percentages
- ❑ Split ForenameSurname
- ❑ Time calculation
- ❑ Time sheets for flexi time
- ❑ Most frequent orders/sales
- ❑ Lookups
- ❑ Forecasting
- ❑ Automatic time/date updates

**We can also run this course at your premises, contact us for a quotation!**

**NEW!**