Happy New Year from the Teksouth family. We’re excited to start getting you into creating Analytical designs. We hope to make it easy for you to learn.

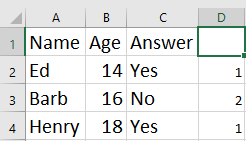
1. Jan 2022: If Function, See Excel explanation below

**IF function:**

**The IF function is one of the most popular functions in Excel, and it allows you to make logical comparisons between a value and what you expect.**

**So an IF statement can have two results. The first result is if your comparison is True, the second if your comparison is False.**

**For example, =IF(C2=”Yes”,1,2) says IF(C2 = Yes, then return a 1, otherwise return a 2).**



The best way I can explain the “IF” function is you’re asking questions about your data. You can ask questions both vertically and horizontally for a given result. Imagine, you’re looking for an answer of a particular column and one of your answers won’t appear until later. We’ll use an “IF” in combination with an “OR”. Or maybe, you’re looking for a combination of data involving more than one column, we’ll use an “IF” in combination with an “AND”. Hopefully, we can articulate the training to make it super easy for you to learn. Please remember, we always provide short videos to make learning easier and something you can rewind, stop, and has voice too.

1. Feb 2022: Visual Basic Application (VBA) and the Public Function. We’ll explain how the “If” and “ElseIf” works when using VBA in Excel. We’ll show how the wildcards “\*” and “?” works and explain how the order of the code makes a difference too. We’ll show you how to write the formulas in Excel and link it back to the VBA. We’ll show you how to get to the VBA screen by holding the Alt Key plus F11 key.
2. Mar 2022: We’ll show one of the coolest technique using Tables in Excel linking to Microsoft Access and showing you all the secrets of tying it all together. I was able to use this technique in creating the POM for an operation.

The best part in teaching you all the above, is that I’m a FM Analyst, not a PROGRAMMER. I always ask the programmers to bring it down a notch or two, because I don’t understand everything there showing me. I’m always super excited once I do get it, because I can start showing my FM Analyst friends all the cool techniques.

As always, we’ll provide short videos from start to finish of the training and word document showing you the keyboard keys related to each video.