

Introduction to Excel Formulae and Functions Course Outline

Duration: 3 Hours

Course Objective

By the end of the course delegates will be able to create calculations across worksheets, type simply formulae and function and understand the difference between a relative and absolute cell reference.

What will it cover?

Formulae and Calculations

Learning the Basic Principles of:

- Creating formulae
- Using operators to add, subtract, multiple and divide values
- Identifying Relative & Absolute cell references
- Calculations with percentages
- AutoSum, MAX, MIN, AVERAGE and COUNT
- Using dates in a formula

Further Formulae functionality

Working more efficiently, by creating:

- Absolute cell references
- Named cells and ranges in formulae
- Creating formulae across worksheets

Introduction to Logical Functions

Developing your knowledge of

Formulae:

- Using the SUMIF and COUNTIF functions
- Using the IF function

Pre-requisites

Delegates should have some basic knowledge of Excel and be familiar with using a PC and Keyboard.

Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Courseware

Every delegate will be provided with a USB stick with Revision Exercises and Learning Sheets.