

GET TO GRIPS WITH FORMULAS & FUNCTIONS IN EXCEL - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Revision

- ▶ Navigating, Selecting & Entering Data
- ▶ Entering Data with Auto Fill
- ▶ Undo Errors
- ▶ Modifying Column Widths & Row Heights

Basic Formula & Functions

- ▶ Introducing the Formula Bar
- ▶ Entering Simple Calculations
- ▶ Moving & Copying Formulae
- ▶ Absolute & Relative Cell Referencing

AutoSum & Statistical Functions

- ▶ Introducing Functions
- ▶ Adding Numbers with AutoSum
- ▶ Circular References & Errors
- ▶ Creating Statistical Functions
 - Sum
 - Average
 - Min
 - Max
 - Count

IF Functions & Percentages

- ▶ What is an IF Function?
- ▶ Creating an IF Function
- ▶ Calculating Percentages

Course Duration: 1/2 Day

Price Per Day: £695
(For any 2 Bite Sized courses)

Suitable For:

Those who have been working with spreadsheets created by others and now need to be able to build their own spreadsheets and create automated calculations using formulae and functions.

Learning Outcomes:

By the end of the course delegates will be able to create spreadsheets, which include simple calculations, as well as use some of the popular functions, such as Sum, Min, Max Average and Count. They will also be able to create calculations containing multiple operators with the effective use of brackets and understand the importance of Relative and Absolute cell references when copying formulae.

Prerequisite Skills:

Delegates attending this course must be able to create simple spreadsheets and be able insert and delete columns and rows and apply basic text and number formatting.