MICROSOFT® EXCEL BASIC FORMULAS

1/2 DAY

COURSE SUMMARY

In this course, you will learn how to create and work efficiently with some of the more popular and commonly used formulas and functions. You will also gain an understanding of common mathematical operators and the order of operations. This will enable you to create Excel calculations to generate some very informative data!

COURSE CONTENT

CREATE FORMULAS IN A WORKSHEET

- Excel Formulas

- Excel Functions

- The Formula Bar

- Elements of an Excel Formula

- Common Mathematical Operators

- The Order of Operations

INSERT FUNCTIONS IN A WORKSHEET

- Functions

- The Function Library

- Common Functions in Excel

- The Formula AutoComplete Feature

REUSE FORMULAS

- The Cut, Copy, and Paste Commands

- Paste Special Options

- Relative References

TSPS Supply Arrangement: E60ZT-18TSPS-254/ZT ProServices Supply Arrangement: E60ZT-180027/129/ZT

- Absolute References
- Mixed References
- Named Ranges
- Automatic Workbook Calculations
- Showing and Hiding Formulas

USE DATE FUNCTIONS

- The TODAY Function
- The NOW Function
- The NETWORKDAYS Function
- Serializing Dates and Times with Functions

USE TEXT FUNCTIONS

- Text Functions
- Custom Number Formats
- The UPPER, LOWER, and PROPER Functions
- The CONCATENATE Function
- The TRANSPOSE Function
- The TEXT TO COLUMNS Wizard