

Excel - Formulas for everyday calculations

Learn how to write and edit simple formulas in Excel to calculate results. You will learn how to write formulas that add totals and calculate averages and how to use built-in formulas called Functions.

Snapshot

Duration: 90 minute

Level: Beginner

Pre-requisites: Basic familiarity with Windows applications

Version: Suitable for 2010, 2013, 2016 and Office 365

Learning Outcomes

- Understand formulas
- Create a simple formula to add numbers
- Use formulas to perform common calculated results
- Understand cell referencing in formulas
- Use simple Functions – Excel's built-in formulas
- Use formulas that link worksheets and workbooks

Course Content

- Copy formulas with AutoFill
- Functions in Excel
- SUM Function
- AutoSum
- AVERAGE Function
- MAX Function
- Absolute cell references
- Linking workbooks