

Excel 2010/2013 Mastering Formulas & Functions - Online

| | |
|--------------------|---|
| Audience | This course is appropriate for those who are already familiar with the basics of Excel 2007-2013 and Windows. Students should have created and edited worksheets and workbooks using basic commands such as insert, delete, copy, and format. They should be able to identify and select cell ranges, create basic formulas, and open, print, and save files. |
| Description | The course uses a combination of lecture and hands-on practice (with independent exercises after class) to familiarize students with calculating in Excel. After a review of simple formulas, students learn to use statistical functions, differentiate between absolute and relative cell references, create and use more complex functions, and link worksheets. |
| Objectives | Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Create and apply formulas■ Insert statistical functions■ Create absolute and mixed cell references in formulas■ Use ROUND, DATE, IF, VLOOKUP and TEXT functions■ Link information in multiple worksheets and workbooks with formulas |
| Length | 3 hours |

-
- | | |
|--|--|
| I. Building Calculations | C. Calculating with Dates |
| A. Review of Simple Formulas? | D. Creating Conditional Formulas |
| B. Tips for Entering Formulas | E. Looking Up Numbers in a Table |
| C. Using the AutoSum Button | F. Concatenating with Text Functions |
| D. Creating Additional Statistical Functions | |
| E. Using the Insert Function List | III. Linking Information between Worksheets and Workbooks |
| F. Using Help with Functions | A. Why Use Linking? |
| G. Using a Relative Cell Reference | B. Linking Cells |
| H. Creating an Absolute Reference | C. Updating Links |
| I. Creating a Mixed Cell Reference | D. Redirecting Links |
| | E. Creating a Sequential Link |
| II. Expanded Functions | F. Creating a Summary Link |
| A. Using a Function in a Formula | G. Creating a Lookup Link |
| B. Rounding a Number | |

