

# Excel 2007/2010 Mastering Formulas & Functions - Online

<b>Audience</b>	This course is appropriate for those who are already familiar with the basics of Excel version 2007/2010 and Windows. Students should have created workbooks and edited worksheets using basic commands such as insert, delete, copy, and format. They should be able to identify and select cell ranges, and create <b>basic</b> formulas. They should be able to open, print, and save files.
<b>Description</b>	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.
<b>Objectives</b>	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none"><li>■ Create and apply formulas</li><li>■ Insert statistical functions</li><li>■ Create absolute and mixed cell references in formulas</li><li>■ Use ROUND, DATE, IF, VLOOKUP and TEXT functions</li><li>■ Link information in multiple worksheets and workbooks with formulas</li></ul>
<b>Length</b>	3 hours

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## I. Building Calculations

- A. Review of Simple Formulas?
- B. Tips for Entering Formulas
- C. Using the AutoSum Button
- D. Creating Additional Statistical Functions
- E. Using the Insert Function List
- F. Using Help with Functions
- G. Using a Relative Cell Reference
- H. Creating an Absolute Reference
- I. Creating a Mixed Cell Reference
- J. Creating Templates (Optional)
- K. Protecting Cells and Worksheets (Optional)

## II. Expanded Functions

- A. Using a Function in a Formula
- B. Rounding a Number
- C. Calculating with Dates
- D. Creating Conditional Formulas
- E. Looking Up Numbers in a Table
- F. Concatenating with Text Functions

## III. Linking Information between Worksheets and Workbooks

- A. Why Use Linking?
- B. Linking Cells
- C. Updating Links
- D. Redirecting Links
- E. Creating a Sequential Link
- F. Creating a Summary Link



- G. Creating a Lookup Link
- H. Creating a Hyperlink (Optional)
- I. Tracing Precedents and Dependents (Optional)