

# EXCEL COURSES



## GETTING TO GRIPS WITH BASIC FORMULAS AND FUNCTIONS

For those who use Excel but struggle with basic calculations such as entering simple formulas, using the AutoSum and basic functions such as Average, Minimum and Maximum as well as identifying when references need to be relative or absolute.

### Level:

For intermediate levels

### Prerequisites:

Having used Excel to do data entry, feeling comfortable with saving, closing and reopening files as well as the standard formatting.

### Audience:

Most suitable for Excel users who need to learn how to create formulas and functions in order to book into another Excel course.

### Aim:

of this course is to provide students with an introduction to formulas, functions, the difference between these, and different types of cell addressing. This course or equivalent knowledge is a prerequisite for Excel – Core Knowledge.

### Overview:

- Creating a formula
- Copying a formula across other cells
- Modifying an existing formula
- Understanding the difference between formula and functions
- Using the basic five functions (Sum, Average, Min, Max, Count)
- Understanding the difference between relative and absolute cell references
- Performing calculation with percentages

### Venue:

Advantage  
Training Centre  
46 Grey Street,  
Palmerston North,  
Manawatu 4410

### Duration:

Half day