

Course	Excel Introduction - Formula Building
Length	Three hours
Audience/ Synopsis	Recommended for anyone who uses Excel on an introductory level, but needs help with creating formulas and using functions. Learn best practices to create, edit and show formulas. Students gain practice with the functions: SUM, AVERAGE, COUNT, MIN, MAX, TODAY and NOW, while gaining tips to copy and paste links and values. The course includes labs in absolute and relative referencing and the Orders of Operations.
Prerequisites	Participants must have completed the Excel Basics course or have equivalent experience.
Topics	<p><i>Module 1: Building Formulas</i></p> <ul style="list-style-type: none">◆ Understanding new calculation tools<ul style="list-style-type: none">◆ Expanded Formula Bar◆ Formula Tab◆ Auditing Tools◆ Basic formulas to add, subtract, multiply & divide◆ Best Practices to calculate in Excel◆ Create and edit formulas◆ View Formulas◆ More complex formulas◆ Order of Operations <p><i>Module 2: Functions</i></p> <ul style="list-style-type: none">◆ Understanding functions◆ The AutoSum tool◆ The SUM, AVERAGE, MIN, MAX and COUNT functions <p><i>Module 3: Cell References in Formulas</i></p> <ul style="list-style-type: none">◆ Relative cell addressing◆ Copying data & formulas◆ Moving data & formulas◆ Absolute cell addressing