

STREAMLINE CALCULATIONS WITH FORMULAS AND FUNCTIONS

Unit Standard	116943, 258878
NQF	4
Credits	7
Duration	1 day
Pre-Requisite Knowledge/Training	Excel 2007/2010 Introduction

SYNOPSIS

In this one-day workshop, delegates will be given a forum to increase skills and knowledge for using Excel to manage and solve problems using formulas and functions. The course will introduce useful tools and techniques to enable learners to apply formulas and functions and to create and format professional worksheet reports.

COURSE OUTLINE – 2007/2010

- Work with Formulas:
 - Edit a formula;
 - Calculation order;
 - Nested parentheses;
 - Customising the formula bar;
 - Add line breaks in a cell;
 - Relative and absolute cell references;
 - Paste formulas as values;
 - Mixed references;
 - Tips for working with formulas.
- Common Functions:
 - Enter a worksheet function;
 - Use the list of functions;
 - Type a function;
 - Insert a function;
 - The COUNT function.
- More Advanced Functions:
 - The COUNTIF function;
 - The SUMIF function;
 - The IF function.
- Named Ranges in Formulas:
 - Understand names;
 - Rules for creating names;
 - Creating names;
 - The Name Manager.
- Link Worksheet and Workbooks:
 - Manage multiple sheets;
 - Create links within workbooks;
 - Use three-dimensional functions;
 - Use and Manage links.

- Improve Worksheet Readability:
 - Cell Styles;
 - Automatic number formats;
 - Create custom number formats;
 - Conditional formatting;
 - Draw shapes as labels;
 - The Fill command;
 - Create a custom list.

COURSE OUTCOMES

Upon successful completion of this workshop, learners will be able to demonstrate their ability to:

- Understand the syntax of formulas and functions;
- Understand relative and absolute cell referencing;
- Create a series and custom number formats;
- Use range names to make formulas more legible;
- Understand function categories in Excel;
- Link formulas to create a summary report;
- Use styles to format the worksheet report.