

EXE-102

Master calculations, formulas, and basic functions of Excel



Objectives

With this training, you will be able to:

- Understand formulas and master basic mathematical operations (+ - X /)
- Understand the most used functions (SUM, AVERAGE, COUNT, COUNTIF, etc.)
- Work with references in formulas (A5, A\$5, \$A\$5)
- Apply these calculations on multiple Excel sheets

Practical information

| | |
|-------------------------------|------------------|
| Duration | 3 hours |
| Level | Beginner |
| Number of participants | 7 participants |
| Languages available | English - French |

Prerequisites

Have completed workshop EXE-101 or knowledge equivalent.

Target audience

Managers and administrative staff

Content

1- Mathematical Operations

- Enter and modify formulas
- Priority order of operators
- Addition, subtractions, multiplication, division

2- Functions

- Using basic functions (Average, Min, Max, COUNT, COUNTA, COUNTIF)
- Automatic sum
- Syntax and arguments of a function
- Function library

3- Modify a calculation

- Edit using a cell
- Edit using the formula bar
- Edit using the dialog box

4- Manipulating data

- Using the Clipboard
- Paste options
- Paste special
- Copy data using the Copy-back handle (dates, formulas, numbers)

5- 3-D reference

- Create 3-D formulas

6- Addressing the cells

- Relative and absolute addressing
- Mixed addressing
- Change addressing quickly

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months