Excel - Simple and efficient formulas

Duration: 1 day
Audience: Pour tous

Who is this training for?

For everyone

Training objectives

Use basic formulas to perform simple calculations

Summary

Use basic formulas to perform simple calculations. This training will allow you to create formulas, use reference names and master simple functions.

Course outline

Chapter 1 - Creating Formulas

- Identifying Characteristics of Formulas
- Entering a Formula
- Adding Cells Using the Sum Button
- Using the Function Wizard
- Copying Formulas
- Using Relative, Absolute, or Mixed References

Chapter 2 - Using Reference Names

- Creating Reference Names
- Navigating to a Named Element
- Using the Name Manager
- Using a Reference Name in a Formula

Chapter 3 - Using Simple Functions

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Use min, max, average, nb, nbval functions

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Windows - User or equivalent content

Recommendations

- Have a basic command of the Windows environment (file management, folders, copy and paste)
- Understand the simple notions of calculation (addition, percentage, average)
- Be comfortable with reading and structuring data (simple tables)
- Know the basics of logic (organize information, follow a sequence of actions)

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