



# Excel 365 Level 2 Formulas 1

## Web presentation

90 mins

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### Is this course for you?

You are familiar with basic Excel techniques, including entering and editing data, saving and printing workbooks. You wish to start using and editing formulas to perform calculations in your workbook.

### Pre-requisites

The course assumes that delegates are familiar with:

- basic Windows operations, including using a mouse and opening and saving files
- entering and editing data, either in Excel 365 or an earlier version.

To take part in this course, delegates will need an internet-connected device with camera and microphone, and an internet connection which can stream video in reasonable quality.

**Course duration: 90 mins**

### Course objectives

At the end of the course, you will be able to enter worksheet formulas using the three basic calculation tools in Excel

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#### Create a formula

- Enter a formula starting with =
- Build a formula using the operators +, -, \* and /
- Understand BODMAS
- Use brackets in more complex formulas

#### AutoSum

- Add up rows or columns of data with AutoSum
- Edit the formula to change data being added
- Use Quick Analysis to add formulas to tables of data
- Check formula results with AutoCalculate

#### AutoFill

- Copy formulas to other cells by dragging
- Understand how AutoFill works

#### Absolute cell references

- Understand why dragging formulas might not work
- Use Absolute Cell references to fix formula problems

#### Name cells

- Assign a name to a cell or a range
- Use names in formulas
- Edit names

#### Work with multiple sheets

- Create a summary sheet using data from other worksheets
- Build a formula using data from other sheets

#### Work with dates and text

- Understand how Excel stores dates
- Calculate days between two dates
- Extract and combine text with Flash Fill

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**This is a provisional course outline and may change**

