



Excel 2010 Level 2

Performing Calculations

3 hours

Is this course for you?

You are familiar with entering data in Excel and now need to perform calculations using formulas and functions.

Pre-requisites

The course assumes that delegates are familiar with:

- basic operations in Microsoft Windows, such as opening, saving and closing files
- using a mouse
- entering, editing and formatting data, either in Excel 2010 or a previous version.

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will be able to enter Excel formulas using absolute cell references, names and data from other worksheets. You will have used simple functions such as SUM, MAX, MIN, AVERAGE and COUNTIF and will know where to look to find out more about Excel's 341 built-in functions.

A handout covering the main course topics will be provided.

Build a worksheet in Excel 2010

- Enter a formula using basic arithmetic
- Use AutoFill to speed your work
- Use brackets to control which part of a formula is calculated first

Use Absolute Cell References

- Know when and why to use an absolute reference
- Create a formula using absolute references

Name cells

- Assign a name to a cell or a range
- Use names in a formula
- Find the location of a named cell
- Manage names in a workbook

Perform calculations with dates

- Understand how Excel treats dates
- Calculate the number of days between two dates
- Use the TODAY function

Linking worksheets

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

Use Excel functions

- Understand functions
- Use Excel's AutoComplete to insert a function on a worksheet
- Use a function library to locate a function
- Create formulas using SUM, AVERAGE, MAX, MIN, COUNTIF
- Search for a function by describing what you want it to do

Copying data in Excel

- Copy and paste Excel data
 - Use the Paste Options button to get the result you want
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This is a provisional course outline and may change