



# Microsoft Excel Training

## Formulas and Functions

### Course Objectives

- Understand basic mathematical formulas in Excel
- Understand the BODMAS method of calculations
- Use absolute references when copying formulas
- Create linking formulas between worksheets
- Understand and use a variety of functions in Excel

### Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

### Duration

Flexible

### Prerequisites

Introduction to Microsoft Excel or have a good understanding of the basic features of Microsoft Excel.

### Course Outline

#### Formulas

- What is a formula
- BODMAS theory
- Creating a formula
- Copying formulas
- Absolute References in formulas

#### Linking Formulas

- Advantages of Linking
- Creating a link

#### Functions

- What is a function
- Function syntax
- Using Paste Function

#### Date Functions

- The Today function
- The Now function

#### Text Functions

- The Upper function
- The Lower function
- The Proper function

#### Math and Trig Functions

- The Sum function
- Using AutoSum
- The Average function
- The Min function
- The Max function
- The Count function
- The CountA function
- The CountBlank function
- The Int function
- The Round function
- The RoundUp function
- The RoundDown function

#### Financial Functions

- The Payment Function (PMT)

#### Logical Functions

- The If Function
- The Countif function

#### Is Functions

- The IsError Function
- The IsText function
- The IsBlank function

#### Lookup Functions

- The VLookup Function
- The HLookup function