



Performing Calculations with Excel 2016

Course ID #: 7000-507-ZZ-Z

Hours: 2

Course Content

Course Description:

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Office Excel® 2016 can help. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

Target Student:

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.

Topics:

Lesson 1: Performing Calculations

Topic A: Create Worksheet Formulas

- Excel Formulas
- The Formula Bar
- Elements of Excel Formulas
- Common Mathematical Operators
- The Order of Operations
- Reference Operators
- How to Create Formulas
- Creating Worksheet Formulas

Topic B: Insert Functions

- Functions
- The Function Library Group
- The Insert Function Dialog Box
- The Function Arguments Dialog Box
- Graphical Cell and Range Reference Entry
- The AutoSum Feature
- Other Commonly Used Functions

- Basic Function Syntax
- The Formula AutoComplete Feature
- How to Insert Functions
- Inserting Functions

Topic C: Reuse Formulas and Functions

- Formulas and the Cut, Copy, and Paste Commands
- The Paste Options
- The Paste Special Options
- Relative References
- Absolute References
- Mixed References
- AutoFill and Formulas
- Worksheet References
- Excel Errors and Display Issues
- How to Reuse Formulas and Functions
- Reusing Formulas and Functions