

Microsoft Excel Functions - Course Syllabus - EXAMPLE

Performing Calculations

Create Basic Formulas (+ - * /)
Absolute & Relative cell References -
Creating formulas with Absolute cell references
Using Autofill for formulas & functions

Using Functions

Sum, Average, Min, Max, - Count, CountA,
CountBlank, CountIf
Using the logical function IF

Creating and Modifying Charts & Graphs

Creating Advanced with multiple axis
Changing Chart Types
Adding pictures and data labels to charts

Naming & Protecting Cells

Create and Apply a Name for a Range of Cells
Create protected cell ranges

Calculating with Functions

Calculate with Date Functions
(Today, Now, Day, Month, Year and working days)
Calculate with Lookup and Reference Functions
(Hlookup, Vlookup, Transpose)
Calculate with Logical Functions (If, And, Or)

Importing & Exporting Data

Export & Import to Microsoft Word
Create Links to a Word document
Transpose Data