

About this course

Aimed at people who are new to formulas as well as those who have set up calculations through 'trial and error', this course gathers together all of the essential elements for creating formulas and simple functions.

You'll learn the correct way to write formulas and functions so that you can understand and stay in control of the calculations in your spreadsheet.

Get in touch

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EXCEL

Introduction to formulas

What you'll learn

Creating basic formula

- Parts of a formula
- Calculation order

Absolute references

- Fixing cells with \$
- Shortcut to add \$

Editing formulas

- Changing references
- Copying formulas
- Moving formulas

Errors in formulas

- Common errors
- Avoiding errors
- Fixing errors

AutoSum Wizard

- Using AutoSum
- AVERAGE and COUNT
- MAX and MIN

Creating basic functions

- Parts of a function
- Typing in functions
- Using Insert Function

Further functions

- ROUND, TODAY
- PMT, IF

