

Microsoft Excel Module 2: Basic Formulas

Pre-requisites: Delegates must be confident with using a keyboard, mouse and Windows and be familiar with the basic functions of Excel.

Objectives: The following objectives will be covered in the course:

Basic Formulas

Course Outline:

- Cells, Ranges and Functions**
 - Working with Ranges
 - Working with Functions
 - Editing Cell Contents
- Moving and Copying Data**
 - Inserting Rows and Ranges
 - Moving Data
 - Copying Data
 - Absolute References
 - Using the Full Series Function
- Formatting a Worksheet**
 - Formatting a Worksheet
 - Number Formats and Text Alignment
 - Copying and Pasting Formats
 - Special and Custom Formatting