



## **Excel: Formulas and Functions Kickstart**

**Duration: 120 Minutes**

### **OVERVIEW:**

Master key Excel formulas and functions to make data tasks easier. This beginner-friendly course covers calculations, organizing data, and boosting productivity for everyday spreadsheet use.

**Audience:** Individuals with little to no prior experience in Excel, seeking a comprehensive introduction to its basic functions and formulas.

### **Building Blocks of Formulas in Excel**

- Syntax and Structure of a Formula
- Using BODMAS for More Complex Formulas
- Common Formula Errors

### **Using Basic Functions**

- Using AUTOSUM and Other Auto Functions
- Using SUM / AVERAGE / MAX / MIN & COUNT Functions
- Using Function with Non-Contiguous Ranges

### **Absolute References and Name Ranges**

- When to Use Absolute References
- Using Names instead of References
- Add, Edit and Delete Name Ranges
- Paste Names

### **Using 3D Totals in Excel**

- Calculating Across Sheets
- Using Multiple Sheets
- Linking Workbooks

### **By the end of this course participants will be able to:**

- Create and apply basic formulas for calculations, including addition, subtraction, multiplication, and division.
- Use common functions like SUM, AVERAGE, MIN, and MAX to analyse and summarise data effectively.