

Excel Formulas

6-hour course

Upon completion of this course, students will be able to:

- Proficiently create and edit simple and complex Excel formulas
- Construct formulas that use mathematical operators, parenthesis, cell references and functions
- Explain the differences between, and functions of relative and absolute cell references
- Define the mathematical order of operations and how it affects Excel calculations
- Describe the difference between an Excel formula and an Excel functions
- Identify the arguments used by an Excel function
- Read and decipher formulas that include nested functions
- Use Excel's VLOOKUP function to reference data from lists of information
- Switch to and from formula view
- Modify cells with various number and date formats
- Apply their knowledge to various real-world scenarios

Introduction

1. About this Tutorial

Formula and Function Basics

2. Simple Formulas
3. Complex Formulas
4. Relative and Absolute Cell References
5. Functions

Formula Tips

6. Solving Real-Life Problems in Excel
7. Double-Check Your Formulas
8. Understanding Number Formats
9. Practice Reading Formulas
10. Interactive: Formula Flashcards

Scenarios

11. Over-Budget Items
12. Percent-Off Sales
13. Basketball Team: Player Statistics
14. Movie Tickets
15. Interactive: Pizza Party Panic
16. Interactive: Birthday Budget Blues
17. Using the IF Function
18. Using CONCATENATE to Combine Names
19. Buying a Printer: Cost Comparison

Advanced Scenario: Create an Invoice

20. Invoice, Part 1: Free Shipping
21. Invoice, Part 2: Using VLOOKUP
22. Invoice, Part 3: Fix Broken VLOOKUP
23. Invoice, Part 4: More Shipping Options
24. Invoice, Part 5: Data Validation

Quiz

25. Excel Formulas Quiz

This curriculum is based on GCF Global's Excel Formulas course. Videos and course materials can be viewed, at no charge, at <https://edu.gcfglobal.org/en/excelformulas/>.

To purchase a customized instructor-led group or one-on-one training, delivered via Zoom, MS Teams or at your office, please [contact TechMentors](#).