

# Excel 2007/2010 Mastering Formulas & Functions - Online

<b>Audience</b>	This course is appropriate for those who are already familiar with the basics of Excel version 2007/2010 and Windows. Students should have created workbooks and edited worksheets using basic commands such as insert, delete, copy, and format. They should be able to identify and select cell ranges, and create <b>basic</b> formulas. They should be able to open, print, and save files.
<b>Description</b>	The course uses a combination of lecture and hands-on practice (with independent exercises after class) to familiarize students with calculating in Excel. After a review of simple formulas, students learn to use statistical functions, differentiate between absolute and relative cell references, create and use more complex functions, and link worksheets.
<b>Objectives</b>	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none"><li>■ Create and apply formulas</li><li>■ Insert statistical functions</li><li>■ Create absolute and mixed cell references in formulas</li><li>■ Use ROUND, DATE, IF, VLOOKUP and TEXT functions</li><li>■ Link information in multiple worksheets and workbooks with formulas</li></ul>
<b>Length</b>	3 hours

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| <b>I. Building Calculations</b>              | B. Rounding a Number   |
| A. Review of Simple Formulas?                | C. Calculating with Dates  |
| B. Tips for Entering Formulas                | D. Creating Conditional Formulas                                 |
| C. Using the AutoSum Button                  | E. Looking Up Numbers in a Table                                 |
| D. Creating Additional Statistical Functions | F. Concatenating with Text Functions                             |
| E. Using the Insert Function List            |  |
| F. Using Help with Functions                 | <b>III. Linking Information between Worksheets and Workbooks</b> |
| G. Using a Relative Cell Reference           | A. Why Use Linking?  |
| H. Creating an Absolute Reference            | B. Linking Cells   |
| I. Creating a Mixed Cell Reference           | C. Updating Links  |
|  | D. Redirecting Links   |
| <b>II. Expanded Functions</b>                | E. Creating a Sequential Link                                    |
| A. Using a Function in a Formula             | F. Creating a Summary Link                                       |
|  | G. Creating a Lookup Link  |

