

Microsoft Excel – Knowing the Formula

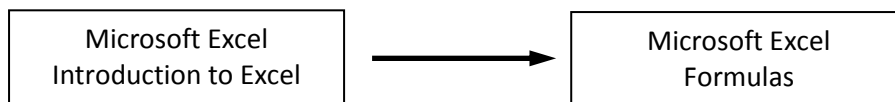
Audience

If you are someone who uses Excel now, but the mathematical aspects of the software are not your thing, then this course is right for you. You may also be someone using formulas already but you are not familiar with things like absolute and relative. Knowing how to use these components of Excel is going to make your day at the office a lot easier.

Duration

2 hours

Prior Learning Segment



You must be already be able to navigate efficiently within Excel and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Excel – Introduction to Excel course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Construction of Simple Formulas
- Commonly used Functions
- Absolute vs Relative
- Formula AutoComplete

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to master formulas and some common functions. You will be able to create and modify formulas for everyday business use and you will know some of the efficient ways to manage your calculations.

Next Learning Segment

