



Microsoft Excel Formulas Prerequisites and Curriculum

Prerequisites

Basic Microsoft Excel knowledge is required. Skills include:

- Creating new worksheets
- Hiding worksheets
- Deleting worksheets
- Locating a cell
- Data entry (inputting data into a cell)
- Know the difference between columns and rows
- Copying and pasting data
- Opening a workbook
- Know the difference between a workbook vs. worksheet
- Saving a workbook
- Inserting and deleting rows and columns

Course Topics

Text and Dates/Data Modeling

- Concatenate
- Find and replace
- Left
- Right
- Month, Day, Year
- Date calculations

Lookups

- Cell References
- XLOOKUP

Logic Statements

- Basic If/Then Logic Statements
- Error correcting If/Then Logic Statements
- SUMIFS