

Microsoft Excel Formulas Training: Prerequisites and Curriculum

Prerequisites

- ▶ **Office 365**
- ▶ 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

Topics

- ▶ SQL data connection
- ▶ Filtering
- ▶ Branding
- ▶ Formatting
 - ▶ Conditional formatting
- ▶ Cell referencing
- ▶ Mathematical operations and calculations
 - ▶ Sum
 - ▶ Average
 - ▶ Min
 - ▶ Max
 - ▶ Counta
 - ▶ Addition
 - ▶ Subtraction
 - ▶ Division
 - ▶ Multiplication
- ▶ Sumifs