

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

Basic Topics

Filtering

Sorting

Formatting

Data Cleansing

Cell referencing

Mathematical operations and calculations

Sum

Average

Min

Max

Counta

Addition

Subtraction

Division

Multiplication

Formula Topics

Xlookups

If statements

Basic If/Then Logic Statements

Error correcting If/Then Logic Statements

Error correcting formulas

Sumifs

Text and dates

Concatenate

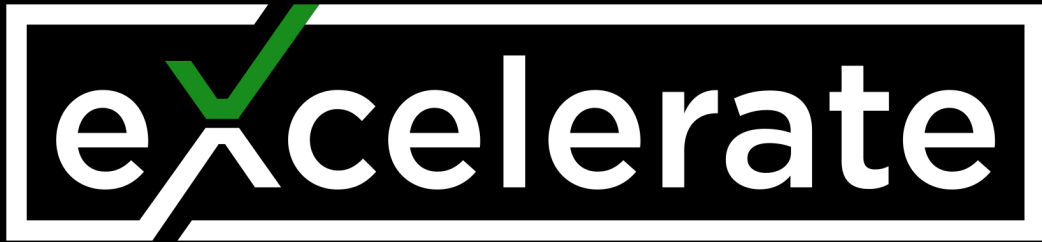
Find and replace

Left

Right

Month, Day, Year

Date calculations



DATA TELLS A STORY. BE THE STORYTELLER