



## Course Name

# Excel – Calculations (Next Steps)

## Course Duration

# 2 Hours

## Course Objectives

Do you sometimes feel you are doing things the long way round?  
Do you keep thinking “There must be a quicker way”.

This course moves on from the basic calculations in Excel and introduces the Excel Functions.

Functions are the guts of Excel, they are what make it so special. Once you start to use and understand functions you can start to really see the power of the program.

In addition, we introduce a principle of Excel that makes calculations so much easier and much more flexible. The techie name is Absolute References, but if you have ever seen \$ in other people’s formulas and wondered what they were doing there, all will be explained.

## Course Content

- **Functions (what are they and how do they work?)**
- Explanation of what a function is and does
- Using functions – SUM, AVERAGE, MAX, MIN, COUNT and a few more besides
- **So what’s with the \$ in formulas?**
- Understand what the \$ does in a formula
- Use \$ in a formula
- **What if I don’t want to see \$ in my formulas? Can I avoid them?**
- The answer is “kind of”. Learn how to use a feature of Excel that lets you name parts of your spreadsheet and then refer to them using that name. This also has the benefit of making your formulas much easier to read.

*Continued overleaf*



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## Prerequisites

This course does assume that you have some prior experience of creating calculations in Excel.

Check out the content on the Excel – Basic Calculations mini course and if you are happy with that, this is a good next step for you.

## What's next?

The next step after completing this mini course is to continue to explore the world of more Excel – Advanced Functions.

## Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **[insighta.co.uk](https://www.insighta.co.uk)**