



## Excel Formulas and Functions

(Free manual provided in Adobe PDF format)

### Course Objectives

At the end of the course participants will be able to:

- Understand basic mathematical formulas in Excel
- Understand the BODMAS method of calculations
- Use absolute references when copying formulas
- Create linking formulas between worksheets
- Understand and use a variety of functions in Excel

### Course Outline

#### Formulas

- What is a formula
- BODMAS theory
- Creating a formula
- Copying formulas
- Absolute References in formulas

#### Linking Formulas

- Advantages of Linking
- Creating a link

#### Functions

- What is a function
- Function syntax
- Using Paste Function

#### Date Functions

- The Today function
- The Now function

#### Text Functions

- The Upper function
- The Lower function
- The Proper function

#### Math and Trig Functions

- The Sum function
- Using AutoSum
- The Average function
- The Min function
- The Max function
- The Count function
- The CountA function
- The CountBlank function

- The Int function
- The Round function
- The RoundUp function
- The RoundDown function

#### Financial Functions

- The Payment Function (PMT)

#### Logical Functions

- The If Function
- The Countif function

#### Is Functions

- The IsError Function
- The IsText function
- The IsBlank function

#### Lookup Functions

- The VLookup Function
- The HLookup function

### Pre-requisites

Introduction to Microsoft Excel or have a good understanding of Microsoft Excel.