

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Excel Formulas and Functions
Course Length:	1 Day
Prerequisite:	Introduction to Excel
Course Description:	This class targets beginning to intermediate Excel users seeking real-world examples of how to use Excel's powerful built-in functions. The question is "Which functions will make my work easier? How and why should I use to particular function in my formulas? The use of each function will be illustrated by helpful, real-world examples showing how a function is used within a formula
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Understanding Fundamentals, Formulas and Functions2. Using Insert Function3. Correction Formulas4. Evaluating Loans and Investments5. Calculating Loan Payments and Interest Rates6. Performing Advanced Financial Calculations7. Using Math Functions8. Using Statistical Functions9. Using Date Functions10. Using Time Functions11. Using Lookup, Logical, and Reference Functions12. Working with Text Functions13. Using Database Functions