MS Excel
Understanding Functions

Bay Software Consultancy Ltd

Duration: ½ day

Description

Once you have mastered the skill of creating a basic formula, you will find that you can create many different formulas. Sometimes the arithmetic for common mathematical calculations can be simplified by using the built-in Excel functions. This module shows how to access and use the Excel functions, explains the difference between relative and absolute cell referencing and explains how to use the functions found in the AutoSum button and the conditional COUNTIF, SUMIF and AVERAGEIF functions.

Prerequisites

Before attending this course, you should be competent in all skills covered in the following courses:

Office Basic Skills

Creating Basic Workbooks

Formatting a Worksheet

Competencies

Upon completing this course, you will be able to:

Use the functions in the AutoSum button.

Manually enter a function.

Use the Formulas ribbon.

Search for a function.

Apply absolute cell referencing.

Use the COUNTIF, SUMIF and AVERAGEIF functions.

Outline

Working with Functions

Use the AutoSum functions

Type in a function

Insert functions from the Formulas ribbon

Search for a function

Cell Referencing

Create absolute cell references

Use range names

Using Conditional Functions

Use COUNTIF to count items

Use SUMIF to add selected values

Use AVERAGEIF to average selected values