



Bite-sized Excel Basic Formulae

1 day training course



Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Entering formulae (*)

- Using arithmetic operators
- Creating and checking formulae
- Copying and editing formulae

More advanced formulae (*)

- Using percentages
- Understanding BODMAS
- Using brackets

Aggregating data (*)

- Totals and AutoSum
- Other aggregation functions