

Using Formulas & Functions with MS Excel 2010



Instructor Info:

Diane Staif
Organization & Employee Development
Email: eh3071@wayne.edu
Office: 313-577-2111

Workshop Overview

This workshop will introduce basic and intermediate concepts to construct formulas and functions using MS Excel 2010. Pre-developed worksheets illustrating various scenarios are presented and completed by the participant. While there are hundreds of functions available in Excel, you can begin to explore your options once you have gained an overall understanding of how they are constructed. The functions introduced in this workshop include:

MIN	PAYMENT
MAX	COUNT
AVERAGE	COUNTA
SUM	COUNTIF
SUMIF	LOOKUP
Complex SUM	IF

Target Audience

Excel users who wish to gain basic to intermediate skills in creating formulas and functions.

Prerequisites

Participants should possess basic math skills and be familiar with Excel 2010 environment.

Learning Objectives

By the end of this workshop you will be able to:

- Understand the difference between a cell value and a cell reference
- Understand the difference between a formula and a function
- Successfully navigate, copy, paste and edit cells containing formulas/functions
- Use cell references to create basic formulas (addition, subtraction, multiplication and division)
- Create basic functions (adding, average, highest value, lowest value) using a cell range or named range
- Create intermediate functions (add or count a set of values based on a given criteria, return a specific cell value based on given criteria, etc.)
- Understand the difference between relative and absolute referencing
- View and print functions, formulas and cell values

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Additional Resources

Additional learning snacks are available in Accelerate Employee Development Tools (AEDT). Use the *Search & Learn* feature to locate these great video resources.

The screenshot shows the Wayne State University SkillPort Learning Portal. The search bar contains the text "Excel 2010 Entering and understanding". The search results are filtered by "Videos (1)". The video "Microsoft Excel 2010: Entering and Understanding Functions" is displayed, with a description: "Microsoft Excel 2010 includes a built-in library of calculations, known as functions. These functions can perform a wide range of calculations, such as adding numbers or calculating interest payments. The SUMIF function is used to calculate the total and average sales, as well as..."

Microsoft Excel 2010: Entering and Understanding Functions (6 minutes)

Introduces SUM, AVERAGE, SUMIF, Function Wizard, Absolute & Relative referencing

Microsoft Excel 2010: Using Simple Finance Functions (5 minutes)

Introduces Future Value (FV), Present Value (PV), Payment (PMT) functions

Microsoft Excel 2010: Useful Statistical Functions (8 minutes)

Introduces SUMIF, AVERAGEIF, COUNT, COUNTA, COUNTBLANKS, COUNTIF and COUNTIF functions

Microsoft Excel 2010: Using Lookup Functions (5 minutes)

Introduces VLOOKUP functions and named ranges

Microsoft Excel 2010: Useful Math Functions (8 minutes)

Introduces INT, ROUND, PI, GCD, LCD, FACT, COMBIN and SQRT functions

Microsoft Excel 2010: Making Use of Logical Functions (9 minutes)

Introduces IF, SUMIF, COUNTIF, OR, AND functions

Microsoft Excel 2010: Fixing Text (3 minutes)

Introduces CONCATENATE, TRIM, UPPER, LOWER, PROPER functions

Microsoft Excel 2010: Additional Date Features (6 minutes)

Introduces NETWORKDAYS, WORKDAY, NOW, MONTH, INDEX, WEEKDAY and YEAR functions

Microsoft Excel 2010: Combining Text (7 minutes)

Introduces CONCATENATE, LEFT, RIGHT and MID functions