



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE EXCEL® FORMULAS: DOING THE MATH*

It's time to throw out the calculator or your ancient adding machine. If you know how to write formulas in Excel, it can do all your calculations in the blink of an eye. You'll learn how to write mathematical formulas as well as troubleshoot them. You'll also discover ways to avoid errors and always be right. Can you afford to miss this class?

LENGTH

One 1 hour session.

PREREQUISITES

You need some experience with Excel. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

- Understanding formulas and the order of operations
- Writing formulas
- Using the AutoSum tool
- Introduction to functions
- Troubleshooting formulas
- Getting help

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Excel. Basically you need a computer running Windows and Excel with a mouse and a keyboard.

OTHER EXCEL CLASSES

- Microsoft Office Excel 2010: Transition from Excel 2003
- Level 1
- Level 2
- Level 3
- The Essential Editing Techniques
- Jazzing Up Spreadsheets (Part 1)

*Actual content may vary depending on the version of Microsoft Excel.

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Course Description For
Microsoft® Office Excel® Formulas:
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- Jazzing Up Spreadsheets (Part 2)
- The Ins and Outs of Layout and Printing
- Troubleshooting Printing Problems