Course	**Excel Introduction - Formula Building**
Length	Three hours
Audience/ Synopsis	Recommended for anyone who uses Excel on an introductory level, but needs help with creating formulas and using functions. Course begins with simple formulas and develops more complex ones using multiple operations and functions. Gives participants a solid foundation in spreadsheet formulas.
Prerequisites	Participants must have completed the Excel Basics course or have equivalent experience.
Topics	

Module 1: Building Formulas
♦ Understanding new tools in 2007/ 2010:
  ♦ Expanded Formula Bar
  ♦ Formula Tab
  ♦ Auditing Tools
♦ Basic formulas to add, subtract, multiply & divide
♦ Best Practices to calculate in Excel
♦ Create and edit formulas
♦ View Formulas
♦ More complex formulas
♦ Order of Operations

Module 2: Functions
♦ Understanding functions
♦ The AutoSum tool
♦ The SUM, AVERAGE, MIN, MAX and COUNT functions

Module 3: Cell References in Formulas
♦ Relative cell addressing
♦ Copying data & formulas
♦ Moving data & formulas
♦ Absolute cell addressing