



Microsoft Excel 2007 Mini-Series: Simple Formulas Course Outline

Section 1 - Formulas and Functions

- The Formula Bar
- Simple Formulas
- Displaying Formulas
- Time and Date Functions
- Sum Function
- Function Arguments
- Averages
- Function Syntax

Section 2 - Function Tools

- Status Bar Calculator
- AutoSum Button
- Absolute Cell References
- Complex Functions
- IF Statements
- PMT Functions
- Future Value

Section 3 - Subtotals and Functions

- Subtotals and Outlines
- IF Functions
- Subtotal Functions
- Subtotal Function Syntax

Section 4 - 3D Reference Formulas

- Formula Syntax
- Copying Formulas
- Tab Split Bar
- 3D Lookup Formulas
- Function Arguments Dialog Box
- Linked Formulas
- Workspace Options