

Training Course Information

Course Name: Excel 2007: Basic Functions & Formulas

Course Overview: This course covers more useful features that prove useful for people who regularly use Excel 2007 for various purposes, both personal and business related.

Topics Include:

- Function Library
- Using Functions
- Showing Formulas
- Error Checking
- AutoSum
- Functions & Formulas

Functions & Formulas

- Addition/Sum
- Subtraction
- Average
- Count Numbers
- Min & Max
- Product/Multiplication
- Division
- Rounding
- Median
- Mode
- Percentages
- Date & Time
- Convert Text to Upper Text
- Convert Text to Lower Text

Pre-Requisites: Excel 2007 Basics 2 or equivalent knowledge

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.