



Useful Formulas

Course Aims

Get a head start in acquiring the knowledge of using Formulas in your daily work as well as expand your Microsoft Excel knowledge. The workshop will empower you to have answers to excel question at your fingertip. There a numerous and a varied number of new tips you will learn irrespective of the Excel version you or your students use. Be it Excel 97, 2000, 2002 or 2003; you will be armed with the knowledge to provide a nifty solution. This course will serve as a refresher as well as a reference. The course is for users at all levels, from beginners through intermediate and advanced.

Pre-requisites

An user of Microsoft Excel 2002 or 2000 for at least 1 year

Level	Duration	Time
Advanced	7.5hrs	0900-1730hrs

1. Entering Formulas More Quickly by Shortening Sheet Names
2. Changing an Absolute Reference to a Relative Reference or Vice Versa
3. Copying a Formula from a Cell While Keeping the Absolute Reference or Relative Reference
4. Nesting Formulas
5. Copying Formulas and Pasting Them in a Transposed Direction Without Changing the Relative References
6. Moving Between Precedent and Dependent Cells
7. Avoiding Error Displays when Formulas Return Result Calculations
8. Selecting/Formatting Cells Containing Errors
9. Circular References
10. Pasting Values
11. Selecting Cells That Contain Formulas
12. Formatting Cells Containing Formulas
13. Protecting Cells Containing Formulas in a Protected Sheet
14. Displaying Formula Syntax
15. Printing Formula Syntax
16. Adding, Subtracting, Multiplying and Dividing Without Using Formulas
17. Multiplying a Range by -1 in One Operation
18. Performing a Quick Calculation in the Formula Bar
19. Coloring One Record in Each Group in a Range
20. Converting Text to Its Proper Case
21. Return text up to the second space in Microsoft Excel
22. Converting Text to Uppercase
23. Convert text to lower case in Microsoft Excel
24. How to change column number with letter in Microsoft Excel
25. How to extract a file name from a path in Microsoft Excel
26. Return the cell reference as text in Microsoft Excel
27. Create a hyperlink from a string in Microsoft Excel
28. Sum total stock value for any part in Microsoft Excel
29. Seeing Calculation Results Immediately
30. Copying Formulas from a Range of Cells Without Changing the Absolute or Relative References
31. The Power Combination.