

Microsoft Excel 2007 Formulas & Functions

Parts of a Formula

- Operators
- Clicking Techniques
- Number Formatting
- AutoSum
- Color Coding
- AutoFill
- Operator Order
- Auto-Calculate
- Relative and Absolute Cell References
- Naming Cells and Cell Ranges
- Selection Techniques
- 3D References
- Exercise



- Switching Between Worksheets
- Grouping Worksheets
- Copying Worksheets
- Comparing Workbooks Side by Side
- Comparing Worksheets Side by Side
- Referencing a Value on another Worksheet
- Summing Cell References on other Worksheets
- Creating Templates
- Introduction to Functions
- Selection Techniques
- Sorting a List
- Applying Filters
- Applying Advanced Filters
- Working with the SUBTOTAL Function
- Using Excel's Subtotal Tool to Group and Subtotal Data
- How to Use the VLOOKUP Function



Learn Selection Techniques , how to use Sorting a List, Apply Filters, Apply Advanced Filters, Work with the SUBTOTAL Function, and Use Excel's Subtotal Tool to Group and Subtotal Data

Level 1 August 13, 2009

Students will learn the basic formulas and functions. Topics include parts of a formula, the syntax of a function, and how to create basic statistical, logical and lookup functions including the IF and VLOOKUP functions.

Level 2 August 25, 2009

Students will learn more about functions including nesting functions, text functions, information functions, array-entered functions, advanced IF functions, nested text functions and more.

Class Time: 8:00AM – 4:00PM

Tuition: Members: \$159 per class

Non-Members: \$249 per class

Location: AGC-SD Computer lab

6212 Ferris Sq. San Diego, CA 92121

Instructor: John Cellini - *Microsoft Training*
John Cellini teaches web design and office applications. His certifications include A+, Network+, i-Net+, and he is an authorized Microsoft Office Specialist Instructor for Access, Excel, Word, Outlook and PowerPoint.

Register online at

www.agcsd.org

For more information please contact Glen Schaffer at
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