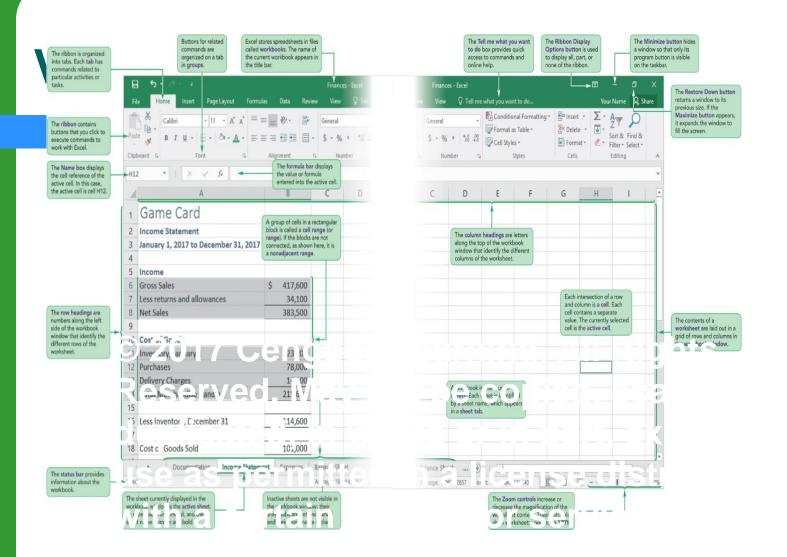
Excel Module 1 / 2 Formatting Text and Data Simple Calculations

Microsoft Office 2016 Introductory



Student Learning Outcomes

- Rename, inserting and move worksheets
- Cell Data
 - Text, Numbers (numbers as text, different date formats)
 - Formulas and Functions
- Editing Cell Data
 - Formula Bar, in the cell, Edit Mode (F2)

Student Learning Outcomes

EXAMPLE: EXCEL2 folder > Module subfolder

> Morning.xlsx

- Using FORMULAS and FUNCTIONS to Calculate Sales Data
- Components of a FORMULA
- ORDER OF OPERATIONS
- Components of a FUNCTION
- Viewing Formulas and Functions

Student Learning Outcomes

EXAMPLE: EXCEL2 folder > Module subfolder

> Morning.xlsx

- Moving and Copying
- Viewing Formulas and Functions
- Printing Options

Components of a FORMULA

- Always starts with a =
- 2. OPERANDS (Cells, Numbers, "Text")
- 3. OPERATORS (^ * / +)

EXAMPLES:		
=C6 / C23	=B12	
= C6 - (C7 + C8)	= C9 + C12 + C17 + C20 + C22	
= C6 - D6		

ORDER OF OPERATIONS

P

Е

M

D

A

S

Components of a FUNCTION

- Always starts with a =
- 2. Function Name
- 3. Arguments (Cell, Range, Number, "Text")

EXAMPLE:

= SUM(C27:N46)	*If cells are adjacent, write the
	argument as a range.

= SUM(G9, G13, G18)

*If cells are not adjacent, separate them by commas.

SUM(A9, B13:B18, G10) *Arguments can contain cells, ranges, or numbers, separated by commas.

Do NOT Combine a Formula & Function

FORMULA	FUNCTION
= G9 + G13 + G18	= SUM(G9, G13, G18) *If cells are not adjacent, separate them by commas.
WRONG: = SUM(G9 + G13 + G18)	