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GET MORE FROM EXCEL

CALCULATIONS IN EXCEL

Many organisations use Excel for performing calculations but not all know the many functions that are available and the ways in which they can be used. This course covers basic functions, and then moves on quickly to show you how you can use functions for invoicing, calculating VAT or staff bonuses, viewing how a product or employee is performing and making predictions. We also show you the Excel tools that will help you to calculate how long it will take you to pay off a loan or the price at which you should sell your goods. Finally, because understanding key information easily is important for any business we will show you how to display that information in chart form quickly.

NB: This 1 day course is not suitable for complete beginners.

1. Formulae

- Creating a basic formula
- Creating a formula with more than one operation
- Creating a formula that uses an absolute cell reference
- Using names in formula
- Looking behind the formulas on a spreadsheet
- Use the Formula Auditing Tools to track formulae
- Sample formulae for business use

2. Functions

- Creating basic functions to calculate Total and Average, Minimum and Maximum sales
- Use VLOOK UP to find data in large tables
- Using functions to analyse monthly sales performance

3. Conditional Logic

- Format data according to conditions
- Create and use functions that return values based on conditions
- Using conditional logic to analyse data

4. Financial Functions

- Using the PMT function to calculate the payments on a loan

5. Charts

- Insert and modify a chart