



Excel - Calculation Basics

- Create Basic Calculations = + - * / E.g. =2+2 or =A1+B1
- Understand the importance of BODMAS
- Learn basic function syntax =FunctionName(.....)
- Write SUM, AVERAGE, MAX, MIN and COUNT formulas
- Use AUTOSUM, AUTOAVERAGE, AUTOMAX, AUTOMIN
- Discover AUTOSUM Tips
- Use AutoFill to fill calculations
- Relative vs Absolute references [F4]
- Copying and Pasting Formulas
- Copying and Pasting Values
- Understand Error Types
- Introduction to Formula Auditing (Trace Precedents/Trace Dependents)
- Tips on essential continued learning resources

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