

## **CLB Software Training**

Learner centric software training for offices and individuals who want less stress, more productivity and a feeling of confidence and ease while working.



# **Excelerator Workbook**

Enough Excel to land a job, or a promotion  
Excel Formulas & Functions

# 5 Day Excelerator Formulas & Functions

## Learning Flow



### Introduction

Excel is the universal language of most offices. Fluency with excel with ensure you have improved productivity and peace of mind. Candidates with excel skills are sought after by employers, so this course will improve your job prospects. I have been training with excel for many years and have helped countless students overcome their initial apprehension with how complicated they think it is going to be. I have a knack for making it seem easy and logical.



### Day 1

On Day 1 I will show you a few key features that will build your confidence immediately. In the office you may be given a spreadsheet to work with that has been previously created. You may not know how it was put together. I am going to give you a simple tip that will help you understand how all the numbers were created. Which ones are formulas and which ones are data entry. This will give you an advantage if you ever have to make adjustments or just understand what you are working with.



### Day 2

On Day 2 we will start to write our own formulas and begin to take control. Creating your own simple calculator is the challenge of the day along with extra practice with your own data. You'll get to learn some shortcuts for duplicating and copying formulas too.



### Day 3

If you've ever shopped at Kohl's or Macy's you know the importance of figuring out percentage discounts. We are going to learn how to calculate percentage discounts and percentage increases, like bonus payouts. This is a common calculation in Excel and one that is most misunderstood.



### Day 4

On Day 4 we are going to take our new found skill with formulas and ease into using functions, (which is just a fancy word for automated formulas). After learning formulas, functions are an easy next step. For Example I think you can take a pretty good guess what the =TODAY() or the =NOW() function is going to return out. Today's video will explain.



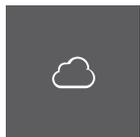
### Day 5

You've made it to Day 5. On this last day we will look at some of the most commonly used more advanced functions. Some of these are good to throw into conversation when you know you are talking to IT. I'll make sure you get a cheat sheet and plenty of practice, so you never feel intimidated again.



#### **Watch the video of the day**

Each video contains screen recordings of the days lessons. You can watch the videos as many times as you need and pause them while you get to practice in your own examples.



#### **Download the Practice Files**

There are practice files for each day of the course. You will find them on the course website. Make sure you download them and can open them in your version of Excel.



#### **Use your new skills**

If you can take what you've watched and learned each day and practice on a spreadsheet you already work with. This is a good way to consolidate your new skills

## **Each Day...**

# Day 1 Confidence Moves

This lesson is all about building your confidence.

Our confidence moves include:

**Duplicating a sheet.** When you are given a spreadsheet to work on it may cause anxiety as you feel that there is a possibility that you can break it.

Duplicating a sheet gives you a safe space to practice creating your formulas without changing the original sheet. You can now practice with an ease knowing that *“You can’t break it.”*

**Show formulas** is our next confidence move. This reveals how the spreadsheet has been made. You’ll find out which numbers have been entered and which numbers are formulas. This makes it clear where you can edit and which cells are best left alone.

**Status bar calculations** give you the ability to see calculations without having to write a formula. Highlight the cells you are interested in and look at the calculation results in the status bar. The **Autofill** feature will have you feeling a little like a professional as you start to fill your spreadsheet with this time saving technique. Cells with commonly used series like days of the week and months of the year can be easily populated by dragging a fill handle that is at the bottom right corner of a cell. Learning this technique now will help as we move on to writing and copying formulas.



January		
Monday	Tuesday	
Week 1		
Quarter 1		
Mon		
Jan		

# Day 2

## First Formulas

On this day you will be learning to write the simplest of **formulas**. You will be creating your own calculator. This is a good way to practice entering different types of **operators** such as + - \* and /.

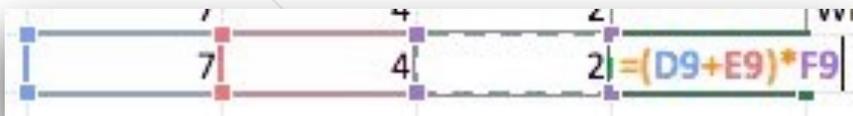
You will learn that all formulas start with = , so that Excel knows that this cell includes a calculation.

You will also see how to **copy** formulas across the spreadsheet which will save time and ensure accuracy and consistency with the numbers.



# Day 3 Parentheses & Percentages

On this day you will be learning why parentheses are sometimes needed. Because Excel will follow mathematical order of operations, (it will do multiplication and division first before addition and subtraction), **Parentheses** instruct excel to “do this first” in the calculation. Parentheses are used in calculating **percentage increases** and **percentage decreases** as shown in the examples illustrated. There are plenty of examples shown in the video and the practice file for the day.



Percentage Increase	Percentage Decrease
100	100
0.1	0.2
<b>=C16*(1+C17)</b>	<b>=D16*(1-D17)</b>

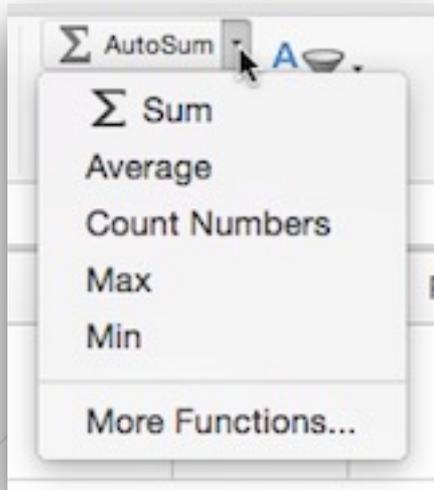
# Day 4

## First Functions

Now that you are familiar with writing formulas and using parentheses, we move on to learning about the most used functions in Excel. They are conveniently found on the Home Ribbon and are listed on the dropdown menu for the AutoSum icon.

Functions is a fancy word for automated formulas. Functions provide a way to create calculations over large spreadsheets. Functions start with = then the function name followed by a range contained within parentheses. As shown in the illustration to the left.

A range of cells is placed within the parentheses..You can type in the range, or you can select it with your mouse. The range can be as shown or the cell addresses (or ranges) can be separated by commas e.g. =SUM(A2, B5, C4) I demonstrate this in the video for this lesson as you have to see it in action to be able to replicate it yourself.

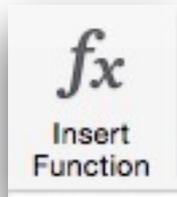


Function Name

Range

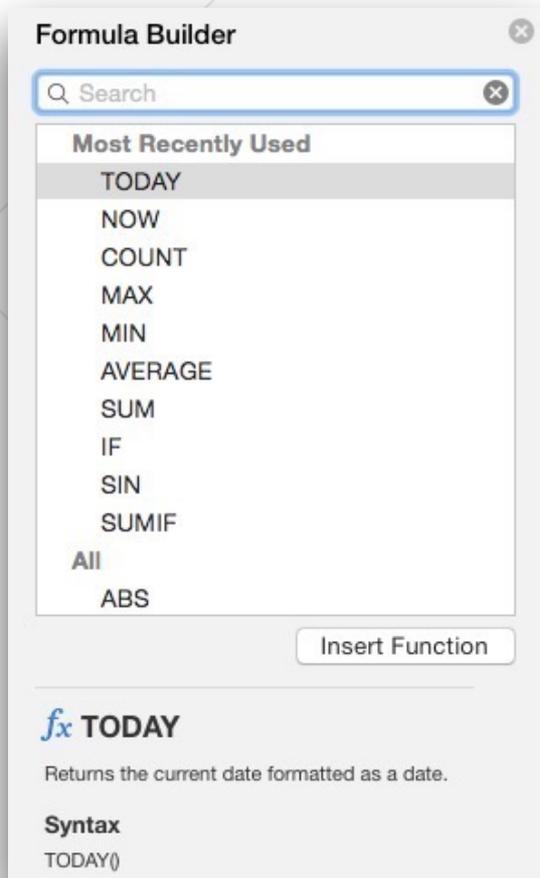
# Day 5

## More Functions



Now that you are familiar with writing formulas and functions, we move on to learning about some more advanced functions. We will utilize the Fx Insert function button and find our way around the formula builder.

This formula builder allows you to type in the first few letters of a function to find your way to its description and inputs. You'll find a description here of what the formula does and the syntax of the function. The syntax refers to the layout and order of a function. While we can't explore all the functions as there are too many. I will describe some of the most useful and leave you with a sense of how you could explore further if you need to.



# Function Reference List

Returns today's date	=TODAY()
Returns the sum of the range provided	=SUM(range)
Returns the average	=AVERAGE(range)
Counts the cells with numerical content	=COUNT(range)
Returns the minimum value	=MINIMUM(range)
Returns the maximum value	=MAXIMUM(range)
Capitalizes each word	=PROPER(range)
Takes out extra spaces	=TRIM(range)
Counts the cells with content	=COUNTA(range)
Counts the empty cells	=COUNTBLANK(range)
Checks a condition returns values based on true or false results	=IF(logical test, value_if_true, value_if_false )
Sums a range based on a condition	=SUMIF(range, criteria, sum_range)
Counts a range based on a condition	=COUNTIF(range, criteria,)

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# Your Next Move...



### We'd love your feedback

Please let us know what you thought of the course. We have a feedback form included in the course website!



### Share your experience

We'd love you to spread the word about our online courses!



### Take another course

If you found this course useful, We'd love to see you on another course. Check out our new offerings as we are always adding content.