Excel 2010 – Formulas (Level 2 of 4)

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Duration
2.5 hours (An additional 30 minutes if needed for questions)

Overview
The use of formulas is the heart of Excel, and is the driving force of the application. Calculating and manipulating data to analyze data allows the user to create meaningful reports. This is what Excel is all about.

Who should attend
This course is designed for anyone who wishes to use the power of Excel for either personal use, or in their work environment. Building spreadsheets to analyze and display data by calculating values will empower the user to provide usable information.

Prerequisites
- A working knowledge of the Windows environment is beneficial; however, with the recent changes in Microsoft Office making the Excel environment more standardized across platforms, the comfort level for a Mac user on a Windows box using Excel 2010 is high.
- A basic knowledge of Excel fundamentals, including basic navigating Excel, worksheet elements, and formatting data. These basics and more are included in the Excel 2010 – Fundamentals class.

Topics to be covered
- Basic formula creation
- Using operators
- Functions and methods (Pre-written formulas)
- IF-THEN-ELSE logic
- Combining functions in formulas

The workshop is comprised of three primary elements:
1. PowerPoint presentation/lecture followed by demonstration of each task to be performed
2. Hands-on exercises designed to let the user execute the demonstrated tasks
3. Question session beginning with an audience response system (iClickers) where participants enter answers anonymously to a series of questions. If the overall response to a question indicates a less-than-optimal number of correct answers, the topic is reviewed again—this time with student participation.