



Training Solutions, Inc.

Microsoft Excel 2010 Mini-Series: Simple Formulas

Section 1 - Formulas and Functions

- Formula bar
- Order of operations
- Building simple formulas
- Displaying formulas
- Using functions
- Copying formulas and functions
- Relative cell references

Section 2 - Function Tools

- Status bar calculator
- AutoSum Button
- Absolute cell references
- Building complex functions
- Using the functions argument box

Section 3 - Subtotals and Functions

- Applying Subtotals
- Special If Functions

Section 4 - 3D Reference Formulas

- Create 3D Reference Formulas
- Tab Split Bar
- Embedding lookup formulas in a workbook
- Using Lookup Formulas with external workbooks
- Linked Formulas