



# Module 2 – Performing Calculations

---

## Summary

Module 2 teaches core Excel calculation skills for solving business problems. You'll work with formulas, functions, cell references, fill handle tricks, calculations across worksheets, and Excel options to optimize your workflow.

## Key Takeaways

- **Formulas:** Basic operations and order of calculations.
- **Functions:** Simplify calculations; know the difference from formulas.
- **Fill Handle :** Quickly copy and extend formulas.
- **Absolute & Relative References:** Lock or adjust cells as needed.
- **Across Worksheets:** Reference data from multiple sheets.
- **Excel Options:** Customize settings to improve efficiency.

**Gurmad Harir**

*October 2025.*