



# KEY TAKEAWAYS

## CHAPTER TITLE

### Excel Basics: Getting Started

## VIDEO TITLE

### Introduction to Formulas

- 1 To write a formula in a cell, start with the "=" sign.
- 2 Use the Format Painter tool to copy and paste formats.
- 3 **SUM**, **IF** and **SUMIF** are the most commonly used formulas in Excel.

