

**Discussion Forums** 

Messages

Course Info

What do you want to leam?





## Week 2

Excel Skills for Business: Essentials

## Week 2

Discuss this week's modules here.

1808 threads · Last post 16 hours ago

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## Performing calculations





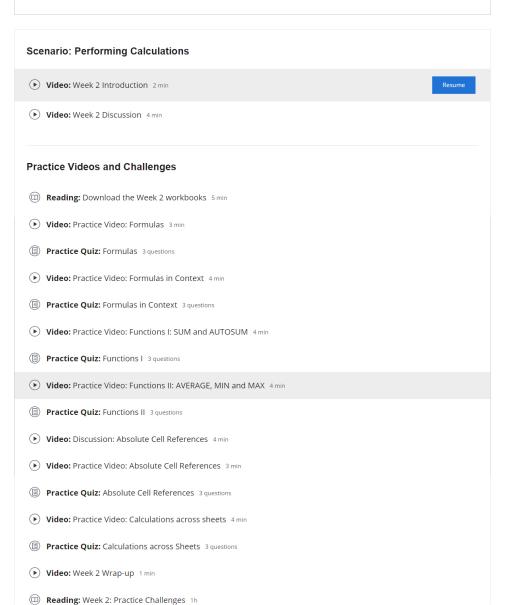


The syntax of formulas is very important in Excel. In this module, you will get introduced to formulas and functions - learn how to write them, use them to perform calculations and understand the different cell references.

## **Learning Objectives**

- Explain the syntax of basic formulas and functions
- Use formulas and functions to perform simple calculations
- Describe the difference between relative and absolute cell references





Reading: Word Search Puzzle: Master ranges 15 min
Toolbox
Reading: Week 2: Keyboard Shortcuts, Terminology, and Ninja Tips 25 min
▶ Video: Excel Options 6 min
Assessment
Quiz: Performing Calculations: Test your skills 10 questions Due May 17, 1:59 AM CDT
Optional Materials
Reading: Week 2: Excellent Tips and Resources 20 min

