

# The smarter, faster guide to Microsoft Excel 2: Formulas

- Setting Your Excel Options..... 1
- Review: The Excel Cursors ..... 2
- Review: Selecting Cells..... 5
- Warm-Up Exercise ..... 7
- Freeze Panes ..... 8
- Basic Formulas ..... 9
  - Formula Rules ..... 9
- The AutoSum Tool & Relative Values ..... 11
  - Formula (Function) Syntax ..... 13
  - The Average Formula ..... 13
  - Conditional Formulas ..... 15
- Common Formulas..... 17
- Other Functions..... 18
  - Displaying the Current Date ..... 18
  - Combining Cell Contents ..... 18
  - Calculating Age from Birth dates ..... 19
  - If Statements ..... 20
- Entering Formulas using the Function Wizard ..... 21
- Splitting Text into Multiple Columns..... 24
- Charts..... 25
- Keyboard Shortcuts for Excel 2007 & 2010 ..... 29
- Important Tips ..... 29
- Back at the Office ..... 30
- Questions for the Instructor ..... 32

