

Excel Understanding Formulas in 60 Minutes

Formulas the Heart of Analytics

1-Hour Practical Workshop

Formulas are at the heart of Excel's analytical power. This fast-paced, practical workshop introduces participants to the fundamentals of creating, understanding, and troubleshooting formulas so they can work with data more efficiently and confidently.

By the end of this workshop, participants will be able to create basic formulas, understand cell references, use common functions, and avoid frequent formula errors.

Learning Outcomes

Participants will learn how to:

- Understand the structure of an Excel formula
- Create and edit formulas correctly
- Use relative and absolute cell references
- Apply common functions for calculations and analysis
- Understand formula copying and autofill
- Troubleshoot common errors
- Build simple calculation models with confidence

Target Audience

This workshop is ideal for:

- Administrative professionals
- Executive Assistants
- Project Coordinators
- Finance staff
- HR professionals
- Team leaders and managers
- Anyone who uses Excel and wants greater confidence with formulas

Prerequisites

Participants should have a basic working knowledge of Excel, including navigating worksheets, entering data, and saving workbooks.

Duration & Cost

Duration: 1 Hour Interactive Workshop

Cost: \$150+GST per person

A focused, practical session designed to give participants immediate confidence using Excel formulas in day-to-day business scenarios.

Workshop Content

Introduction to Excel Formulas

- What formulas are and why they matter
- Formula components and syntax
- Understanding operators (+, -, *, /)
- Entering and editing formulas

Understanding Cell References

- Relative references
- Absolute references
- Mixed references
- When to use each reference type
- Using the F4 key effectively

Essential Functions Every User Should Know

- SUM
- AVERAGE
- MIN
- MAX
- COUNT
- COUNTA
- Basic AutoSum features

Working Smarter with Formulas

- Copying formulas efficiently
- Using Fill Handle and AutoFill
- Understanding formula results
- Formula best practices

Introduction to Logical Functions

- Understanding IF statements
- Creating simple conditional calculations
- Practical workplace examples

Troubleshooting Formula Errors

- #DIV/0!
- #VALUE!
- #NAME?

Display issues

- Identifying and correcting common mistakes

Formula Tips and Productivity Techniques

- Formula auditing tools
 - Displaying formulas
 - Quickly finding formula cells
 - Creating easy-to-maintain worksheets
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Practical Exercises

Throughout the workshop participants will:

- Create and edit basic Excel formulas
 - Use arithmetic operators to calculate totals and percentages
 - Apply relative, absolute, and mixed cell references
 - Copy formulas using the Fill Handle and AutoFill
 - Use SUM, AVERAGE, MIN, MAX, COUNT, and COUNTA
 - Create a simple IF formula for a workplace scenario
 - Identify and correct common formula errors
 - Use formula auditing tools to check calculations
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Included Resources

Participants receive:

- Course workbook
 - Practice files
 - Excel formulas quick reference guide
 - Formula error troubleshooting checklist
 - Certificate of Completion
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Workshop Summary

Course: Excel Understanding Formulas in 60 Minutes

Duration: 1 Hour

Delivery: Classroom or Live Online

Level: Beginner to Intermediate

Ideal For

Administrative Staff • Executive Assistants • Project Coordinators • Finance Staff • HR Professionals • Team Leaders and Managers • New Excel Users • Anyone wanting greater confidence using Excel formulas

Software Solutions

Build practical Excel formula skills that improve accuracy, save time, and make everyday calculations easier. This hands-on workshop gives participants the confidence to create, copy, check, and troubleshoot formulas for more efficient workplace reporting and analysis.