

# Excel Formulas Training: Prerequisites and Curriculum



## Prerequisites

The skills listed below are **required prerequisites** for participation in the Excel Formulas Boot Camp. If you are **not yet comfortable** using these skills in Excel, we kindly ask that you **do not register at this time**, as these topics **will not be covered during the boot camp**.

### Office 365

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Creating new worksheets

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Hiding worksheets

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Deleting worksheets

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Locating a cell

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Data entry (inputting data into a cell)

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Know the difference between columns and rows

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Copying and pasting data

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Opening a workbook

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Know the difference between a workbook vs. worksheet

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Saving a workbook

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Inserting and deleting rows and columns

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## Prerequisites (Cont.)

The skills listed below are **required prerequisites** for participation in the Excel Formulas Boot Camp. If you are **not yet comfortable** using these skills in Excel, we kindly ask that you **do not register at this time**, as these topics **will not be covered during the boot camp**.

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Filtering

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Sorting

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Formatting (Font, borders, alignments, data types)

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Mathematical operations and calculations

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Sum

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Average

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Min

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Max

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Count

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Addition

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Subtraction

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Division

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Multiplication

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## Formula Topics

Xlookups

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If statements

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Basic If/Then Logic Statements

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Error correcting If/Then Logic Statements

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Sumifs

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Text functions

---

Concatenate

---

Proper casing

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Textbefore

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Textafter

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Date functions

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Month, Day, Year

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Date calculations

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