

Excel Formulas Training: Prerequisites and Curriculum



About the Boot Camp

This Excel Boot Camp focuses on building strong, practical skills for working with real-world data using formulas and functions. You'll learn how to look up information, apply logical rules, clean and combine text, and work confidently with dates to create accurate, reliable, and easy-to-maintain spreadsheets.

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

Creating new worksheets

Hiding worksheets

Deleting worksheets

Locating a cell

Data entry (inputting data into a cell)

Know the difference between columns and rows

Copying and pasting data

Opening a workbook

Know the difference between a workbook vs. worksheet

Saving a workbook

Inserting and deleting rows and columns

Formatting (Font, borders, alignments, data types)

Beginners Level Skills to Know

The skills listed below are **required** for participation in the Excel Formulas Boot Camp. We will review these skills in an optional 4-course Beginners Level Overview that will be held prior to the start of the boot camp. If you are comfortable with these skills, you are free to skip the Overview courses.

Filtering

Sorting

Formatting (Font, borders, alignments, data types)

Mathematical operations and calculations

Sum

Average

Min

Max

Count

Addition

Subtraction

Division

Multiplication

Excel Formula Topics to Be Covered

Estimated Hours: 15 Hours

Xlookups

Text functions

Concatenate

Proper casing

Textbefore

Textafter

Date functions

Month, Day, Year

Mathematical operations and calculations

Sum

Average

Min

Max

Count

Addition

Subtraction

Division

Multiplication



DATA TELLS A STORY. BE THE STORYTELLER