SMME Clinic Community Building

Carolin Botha

SCA - Computer Software Training and Support

082 573 4433

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Practical Business Remedies

Microsoft Excel 365

AGENDA

- Types of formulas and functions
- Categories - functions
- Practical examples

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Excel formulas and functions

WHY?

efficiency → productivity → scalability → accuracy → flexibility

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Microsoft Excel

Formula

=2+5

Created by user

Function

=Sum()

Built-in Excel

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Excel formulas and functions

Formula	Formula	Function	Function
Sum - AUTOSUM	= symbol	= function	function argument box
Σ	plus +	=SUM(	IF
	minus -	=AVERAGE(	AND
	multiply *	=MAX(	OR
	divide /	=MIN(	XLOOKUP
		=COUNT(	PMT

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Excel function

=SUM(A1:A20)

equal sign function name argument

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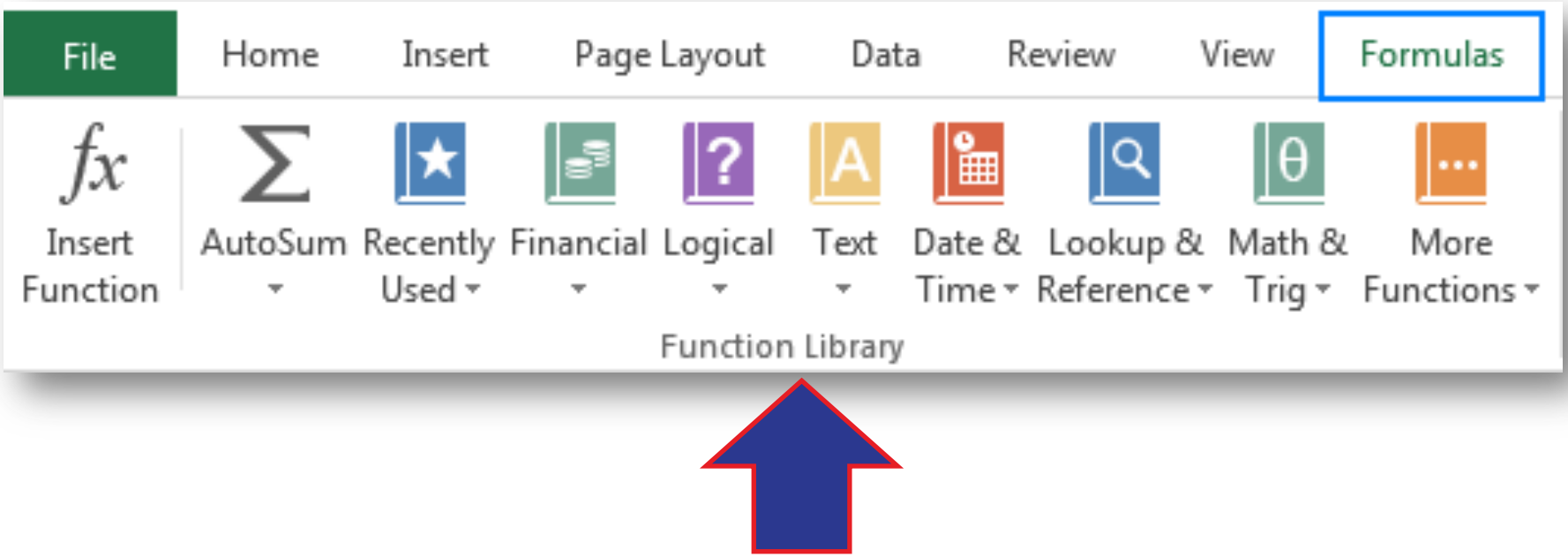
Excel functions - CATEGORIES



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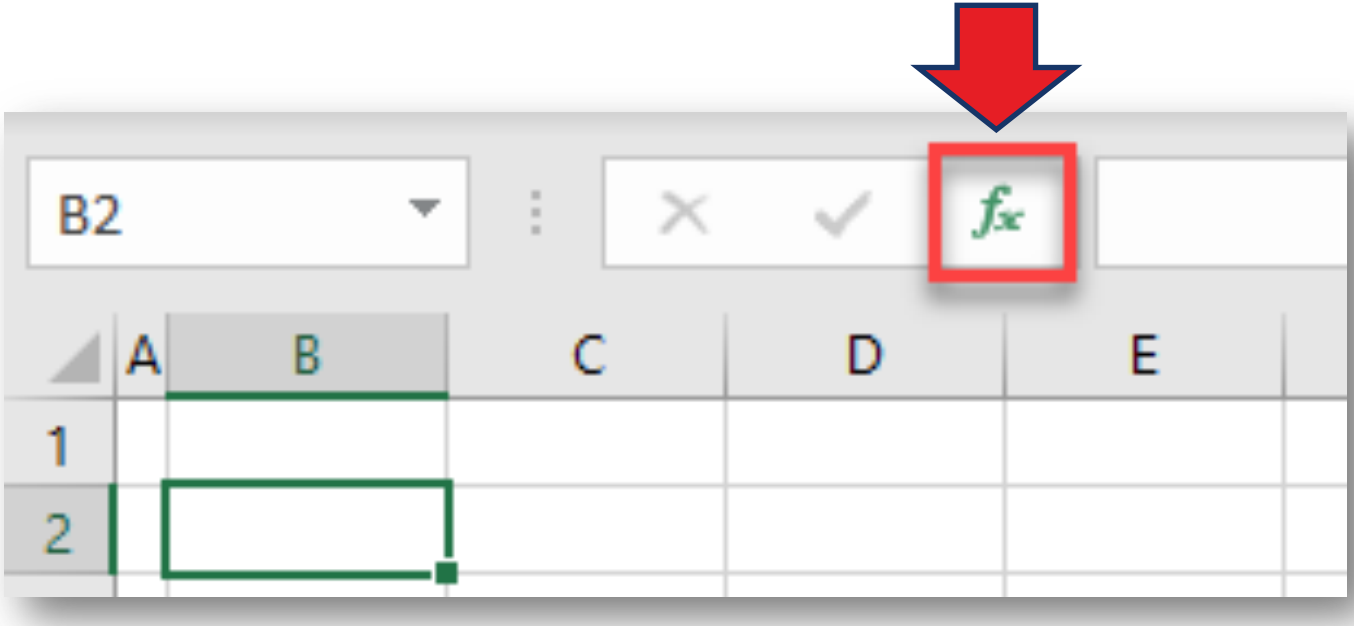
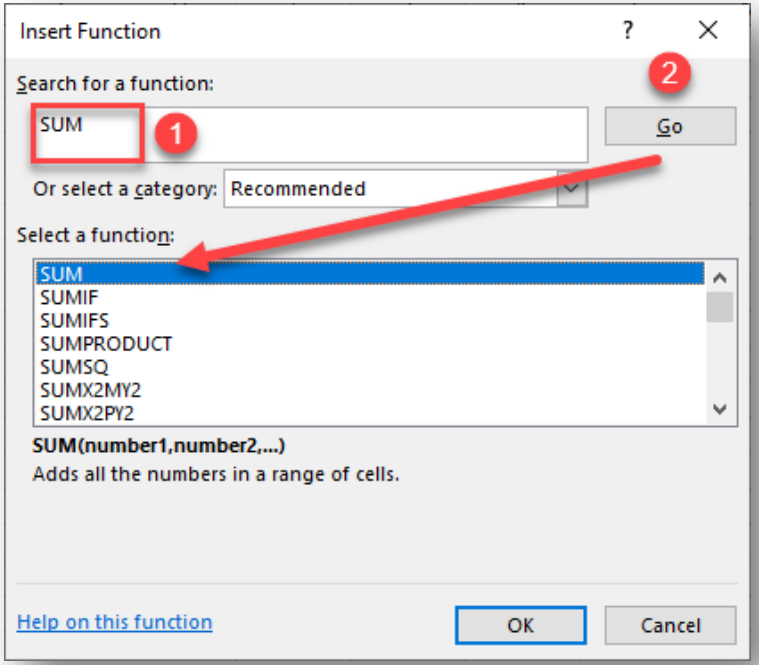
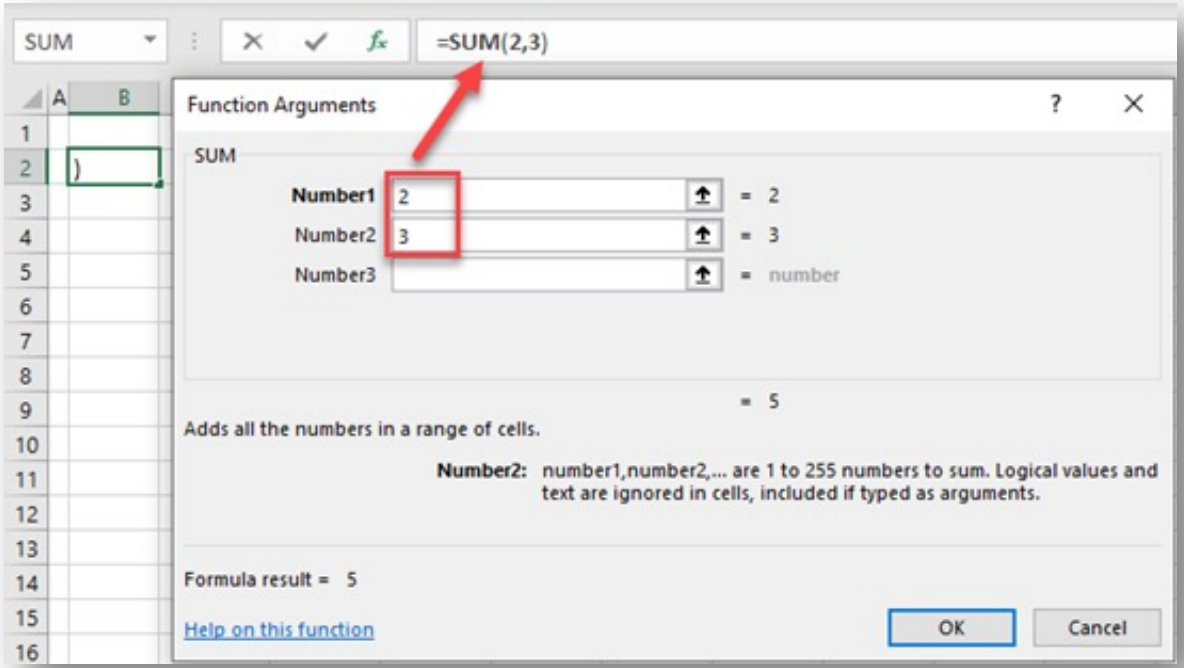
Function Argument Box (1)



Function Argument Box (2)



Function Argument Box (3)



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Excel formulas and functions

Let's get practical

Microsoft Excel Spreadsheet with exercises and demonstrations attached

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Thank you “lucky packet”

- PDF - this presentation *(email from SMME Clinic)*
- Excel spreadsheet – practical examples *(email from SMME Clinic)*
- Excel keyboard shortcut list *(email from SCA-Carolin)*
- Excel *cheatsheet* document *(email from SMME Clinic)*
- Extras as requested in the Zoom chat *(email from SMME Clinic)*

Thank You

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