

Excel 201



For Loveland Public Library

What You Will Gain From This Class

BY THE END OF THIS curriculum, you will have an understanding of some of the following (time permitting):

- Function terminology and basic concepts
- Arguments
- Using basic functions (SUM, AVG, COUNT, MIN, MAX)
- Auto-Sum
- Formula tab, Insert function, function library & shortcuts
- Relative References
- Absolute References
- Copy / Paste
- Auto-Fill
- Defined Series & user-defined series

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