**Excel 2016 – Formulas Basics**

**Facilitator**: Brett Neal  
**Target Audience**: Experienced Excel users interested in learning how to create basic formulas and practice utilizing common functions and Excel features.  
**Time Allotted**: 3 hours  
**PeopleSoft Course Number**: CPT059

**Overall Objectives**: Understand how to effectively use the advanced formatting features available in Excel to quickly and efficiently format large amounts of data. This class will also teach skills related to understanding and using basic formulas and functions.

**Learning Outcomes**:

* Filter and sort data in a worksheet
* Define mathematical operators and demonstrate proper use
* Construct basic formulas to perform calculations
* Practice common functions such as: CONCATENATE, UPPER, IF, TRIM, and TODAY
* Practice the Subtotal, Text to Columns, Conditional Formatting, and Remove Duplicate features