

Unlock the full power of your worksheet with Essential Arithmetic Formulas, a practical Excel course focused on building everyday calculations and connecting data across sheets and workbooks. This hands-on training covers the core arithmetic operations—addition, subtraction, multiplication, and division—then takes you further with smart formulas for percentages, projections, variances, and profitability metrics. You'll practice creating calculations for running totals, budget tracking, sales bonuses, and financial analysis. Learn the difference between relative and absolute referencing, how to group expressions with parentheses, and when to remove formulas while preserving values. The course also dives deep into linking techniques, showing you how to pull values across sheets or workbooks and consolidate them into summary dashboards. You'll explore named ranges, auditing tools, and formula evaluation features to troubleshoot logic, trace precedents, and maintain clarity in complex spreadsheets. Whether you're building a single-sheet budget or a multi-sheet financial model, this class helps you connect, manage, and update your data with precision. By the end, you'll be fluent in Excel's arithmetic logic, confident in linking data between sheets, and equipped with the tools to troubleshoot, audit, and maintain clean, scalable spreadsheet models that drive better decisions.

#### **CORE ARITHMETIC FUNCTIONS: ADD, SUBTRACT, MULTIPLY, DIVIDE**

- Write simple formulas for basic operations in real-world contexts
- Use parentheses to control calculation order and prevent errors
- Apply relative and absolute references for flexible copying
- Understand Excel's order of operations and syntax best practices

#### **COMBINING OPERATIONS AND MULTI-PART FORMULAS**

- Nest multiple operations inside a single cell formula
- Calculate percentage change, cost differentials, and averages
- Structure multi-step logic without built-in functions
- Track profit, margin, discounts, and adjusted values

#### **LINKING ACROSS WORKSHEETS AND WORKBOOKS**

- Build formulas that reference cells across tabs and files
- Use 3D references and structured naming for consistency
- Create summary sheets with real-time updates from source data
- Consolidate values across departments or projects into master sheets

#### **REAL-TIME PRACTICE AND BUSINESS SCENARIOS**

- Apply every concept to business-relevant case studies
- Build models for budgets, utilities, and forecast trackers
- Compare year-over-year performance and future projections
- Explore calculation needs in finance, ops, and personal planning

#### **STRATEGIC BUSINESS INDICATORS USING ARITHMETIC LOGIC**

- Manually calculate markup, margin, profit, and ROI
- Perform break-even and ratio analysis without complex functions
- Understand the structure behind common financial metrics
- Gain the confidence to build calculations from scratch

#### **EFFICIENCY, MAINTENANCE & BEST PRACTICES**

- Define and manage named ranges for clarity and consistency
- Trace Precedents and Dependents to visualize formula relationships
- Evaluate complex formulas step-by-step to troubleshoot errors
- Toggle between manual and automatic calculation modes for control
- Show all formulas at once to audit sheet logic and detect issues