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ESSENTIAL ARITHMETIC FORMULAS

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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, profit margins, markups, variances, and other strategic financial metrics. You'll practice building formulas for budgets, forecasts, and personal planning, applying each concept through real-time business scenarios. Discover how to group expressions with parentheses, combine multi-part operations, and control evaluation order using Excel's syntax rules. You'll also explore the difference between relative and absolute referencing, how to audit formulas step by step, and how to toggle between manual and automatic modes for greater control. The course dives deep into linking techniques—pulling values across worksheets and workbooks, consolidating summaries, and aligning structure using 3D references. You'll define and use named ranges, troubleshoot logic with trace precedents and dependents, and learn how to evaluate formulas for error prevention and accuracy. Whether you're building a single-sheet budget or a multi-sheet financial model, this class shows you how to connect and update data with clarity. By the end, you'll be confident writing and reviewing calculations, troubleshooting complex formulas, and building scalable spreadsheets that reflect real-world decisions with precision, transparency, and reusability.

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