

HELP ME WITH TECHNOLOGY:

How can I use Microsoft Excel for my real estate business?



with Instructor Mark Watlock
Advantage Computer Training, LLC



Learn your software, save time and money! Join us for an informative day of education you can put to immediate use in your business.

Excel 2003 - March 10, 2010

Time: 9 a.m. - Noon

Place: HRRR Headquarters (Virginia Beach Room)

Cost per Session: \$55 for class

\$10 to rent laptop (available to the first 10 people)



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Calculations in Microsoft Excel 2003: Understanding Excel Formulas and Functions

Intended Audience: Those in the Real Estate profession that would like to use Microsoft Excel to better manage their property and other real estate data. Attendees will be introduced to the “Big 5” concepts of Microsoft Excel as they perform calculations with the powerful formulas and functions capabilities built into Microsoft Excel. This class assumes little knowledge of Microsoft Excel.

Time: 3 hours (length of session may vary due to student questions)

Versions: Microsoft Excel 2003

Course Outline

I. Workbook Basics

- A. Labeling the screen
- B. Navigating with the mouse and keyboard
- C. Understanding the 3 configurations of the cursor

II. Using Formulas and Functions to Perform Calculation

- A. Understanding Relative Cell Referencing
- B. Creating basic formulas
- C. Copying formulas to other locations using copy and paste
- D. Copying formulas to other locations using Autofill
- E. Using the SUM and AVERAGE functions
- F. Entering functions using Insert Function
- G. Understanding Absolute Cell Referencing

III. Using Dates in Formulas

- A. Inserting and renaming worksheets
- B. Naming cells and using cell names in formulas
- C. Summarizing data using 3-dimensional formulas
- D. Using Dates in formulas
- E. Using the IF function