

General Instructions : Write Reusable Formulas

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Write Reusable Formulas Where Possible

- In this class, when writing formulas for Excel Spreadsheets, write formulas that can be dragged or copied and pasted where possible.

Check for Correct Usage of Absolute and Relative Addressing

- Dragging and/or copy and paste in Excel can introduce errors.
- An absolute address can be used where a relative address is required to correctly solve a problem, or vice-versa
- Check for correct usage of absolute and relative addressing