2016, 2019

Microsoft Excel Level 3: Spreadsheet Analysis   1 Day

Learn advanced spreadsheet analysis by mastering Excel functions, Goal Seek, Data Tables, Scenario concepts and reports, Solver tool, and workbook auditing.

LEARNING OBJECTIVES

At the end of this course, you will be able to:

- Use absolute and mixed references in a formula, as well as using financial functions
- Use the Goal Seek feature and Data Tables
- Create and manage scenarios, as well as create scenario reports
- Define and solve problems with Solver, as well as create reports
- Understand and utilize the various tools used to audit workbooks

WHO SHOULD ATTEND

- Users familiar with Microsoft Excel 2016

PREREQUISITES

The learners are expected to be familiar with concepts covered in MS Excel Level 2

MATERIALS AND FEES

Course materials will be provided to each learner. Required Software: MS Excel 2016 or MS Excel 2019 required (not included with course materials). MS Excel 2013 or earlier not supported. This course does not support Mac computers.

COURSE OUTLINE

Using Functions

- Function Concepts
- Absolute and Mixed References
- Financial Functions

Projecting Figures

- Goal Seek
- Data Tables

Performing What-If Scenarios

- Scenario Concepts
- Creating Scenarios,
- Managing Scenarios
- Scenario Reports

Using Solver

- Solver Concepts
- Defining the Problem
- Solving the Problem
- Solver Reports
- Solver Options

Auditing Workbooks

- Auditing Concepts
- Tracing a Worksheet
- Evaluating Formulas
- Locating and Correcting Errors in Formulas
- Tracking Cells in a Workbook

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HOW TO REGISTER

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