

1 day course

Who should attend?

This course is intended for participants who are familiar with Microsoft Excel 2010.

Prerequisites

Microsoft Excel 2010 Level 2

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- 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.

Course Content

Using Functions

Function Concepts ; Absolute and Mixed References ; Financial Functions

Projecting Figures

Goal Seek ; Data Tables ;

WhatIf Scenarios

Scenario Concepts ; Creating Scenarios ; Managing Scenarios ; Scenario Reports ;

Solver

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

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