

# EXCEL 2010/2013/2016

## LEVEL 3 – SPREADSHEET ANALYSIS

½ - day course

Course Code: S153S

### WHO SHOULD ATTEND?

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

### PREREQUISITES

Microsoft Office Excel Level 2 or equivalent knowledge.

### 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
- 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

#### SOLVER

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

#### AUDITING WORKBOOKS

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