

Microsoft Excel 2003 – Level 3 – Spreadsheet Analysis

Length: 1 day

Who should attend?

This course is intended for participants who are familiar with Microsoft Office Excel 2003.

Prerequisites

Microsoft Office Excel 2003 - 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 use 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 the 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 ;

What-If Scenarios

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

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 ;

