



Excel 2016 Level 3: Spreadsheet Analysis Course Content

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Course Outline

- 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.

This course is for students who want to use absolute and mixed cell references, financial functions, the Goal Seek and Solver features, create data tables, create and manage scenarios as well as use various tools 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

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