



Excel 2016 Level 3: Spreadsheet Analysis Course Content

Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

Course Outline

- Use absolute and mixed references in a formula, as well as using financial functions and the Data Analysis Toolpak.
- 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.
- Learn how to restrict data entry with Data Validation
- Create and edit basic Macros

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, validate data and automate repetitive tasks.

Course Content:

Using Functions

Function Concepts
Absolute and Mixed References
Financial Functions
Performing basic Data Analysis

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

Data Validation

Restricting entry to a numerical range or specific length
Restricting entries to a specific list of values

Macros

Recording a basic macro
Editing your recorded macro