



# Excel 2019 Level 3: Spreadsheet Analysis Course Content

Guelph, ON  
N1H 6H1  
Canada

519.830.6901  
[info@rcctraining.ca](mailto:info@rcctraining.ca)  
rcctraining.ca

## 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, validate data and automate repetitive tasks.*

### 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