

Microsoft Excel Level 3 - Spreadsheet Analysis (2016, 2019)

1 DAYS

Learn advanced spreadsheet analysis by mastering Excel functions, Goal Seek, Data Tables, Scenario concepts and reports, Solver tool, and workbook auditing.

DESCRIPTION

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.
- 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.

COURSE CONTENT

Using Functions

- Function Concepts, Absolute and Mixed References, Financial Functions

Projecting Figures

- Goal Seek, Data Tables

Performing 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

Who Should Attend?

This course is intended for participants who are familiar with Microsoft Excel 2016.

Prerequisites

The learners are expected to be familiar with concepts covered in MS Excel Level 2.

Course materials will be provided to each learner. Required Software: MS Excel 2016 or MS Excel 2019 required (not included with course materials). MS Excel 2013 or earlier not supported. This course does not support Mac computers.

HOW TO REGISTER

- ✓ Call (613) 727-7729
- ✓ Email: training@algonquincollege.com
- ✓ Register online: www.algonquincollege.com/corporate

GROUP SESSIONS ARE AVAILABLE AT OUR TRAINING CENTRE OR AT YOUR LOCATION.

Algonquin College Corporate Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.