

# Excel 2000 - 2003 Level 3 - Spreadsheet Analysis

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1-day course

Course Code: S1N3Sen

Who should attend? This course is intended for participants who are familiar with Excel 2000 - 2003.

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Prerequisites Excel 2000 - 2003 Level 2

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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

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Course Content

## Using Functions

Function Concepts; Absolute and Mixed References; Financial Functions;

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## Projecting Figures

Goal Seek; Data Tables;

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## What-If Scenarios

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

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## Solver

Solver Concepts; Defining the Problem; Solving the Problem; Solver Reports; Solver Options;

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## Auditing Workbooks

Auditing Concepts; Tracing a Worksheet; Evaluating Formulas; Locating and Correcting Errors in Formulas; Tracking Cells in a Workbook;