

Excel 2010 Level 3 – Spreadsheet Analysis

1-day course
Course Code: S103S

Who should attend? This course is intended for participants who are familiar with Microsoft Office Excel 2010.

Prerequisites Microsoft Office Excel 2010 - Level 2

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 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
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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

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

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