

Excel – Advanced Tools & Formulas

½ Day [3hrs] Hands On Training Course

Designed for **experienced users** of Excel this session will move straight into advanced Excel tools and some useful functions for users needing to analyse information and automate spreadsheets.

Requirements

This session is best run hands on with participants utilising a computer

What You Will Cover:

- Goal Seek
- Scenarios
- Displaying a Scenario
- Generating a Scenario Summary Report
- List Management
- Subtotals
- Formulas – SUMIF, COUNTIF
- Conditional Formatting
- Custom Views
- Data Validation
- Drop Lists
- Forcing Users to Enter Whole Numbers