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## **Excel - Advanced Tools & Formulas**

## 1/2 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