

About this course

This fast paced course is aimed at confident Excel users who typically create or maintain complex spreadsheets with automated or advanced features to make them effective and efficient.

You'll learn how to record Macros to automate repetitive tasks and build what-if Scenarios for financial planning and forecasting.

In this course you'll also find out how to control and monitor changes by others through Sharing workbooks, Templates, Data Validation and Protection to keep your spreadsheets accurate.

What you'll learn

Cell & range names

- Why name cells & ranges?
- Naming a cell or a range
- Managing named cells

Goal Seek

- Setting up for Goal Seek
- Using Goal Seek

Solver

- Add in Solver
- Setting up data for Solver
- Variables & constraints
- Running Solver

Scenarios

- Scenarios from Solver results
- Scenarios from existing data
- Scenario summary report
- Add Scenarios to toolbar

Data tables

- One-Variable Data Table
- Two-Variable Data Table

Advanced number formats

- Applying number formats
- Changing number formats
- Custom number formats

Data validation

- Applying data validation
- Input & Error alert messages
- Creating drop down lists
- Circling invalid data

Recording macros

- Developer tab
- What is a macro?
- Recording a macro
- Running a macro
- Absolute/relative referencing
- Editing a macro
- Assigning macros to buttons

Templates

- Custom templates
- Creating & saving a template
- Create a worksheet template
- Deleting a template
- Using a template
- Open a copy

Workbook protection

- Protecting a worksheet
- Locking & unlocking cells
- Protection editing options

Sharing workbooks

- Sharing a workbook
- Merging workbooks
- Comparing workbooks
- Tracking changes
- Creating a history report
- Reviewing changes

Get in touch

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