

ON LINE SERVICES

Course Description

Targeted Training Series

EXCEL FOR OFFICE 97

Formulas, Functions and Analyzing Data

This 1/2 Day workshop is designed for the experienced Excel User. Our goal in this three hour session is to provide users with a more in depth knowledge of formulas, introduce users to a few new functions and use the features in Excel to analyze data. In addition to solving What-If problems, 3-D References, their purpose and use will also be discussed. This workshop uses class time for instructor led training as well as individual practice.

A detail listing of topics covered follow:

ADVANCED WORKSHEET FUNCTIONS

*Reviewing the Basic Functions
SUM, AVERAGE, MIN, MAX
Using the Function Wizard
Using Date Functions
Using TODAY Function
Looking Up Values in a Table
Using LOOKUP Function
Using VLOOKUP & HLOOKUP
Displaying the Absolute Values
Displaying Formulas in Cells*

SOLVING WHAT-IF PROBLEMS

*Using One-Input Data Tables
Using Two-Input Data Tables
Working with the Scenario Manager
Managing Scenarios*

ANALYZING DATA

*Working with Goal Seek
Working with Solver
Using RATE Function
Using PV Function
Using PMT Function*

USING 3-D REFERENCES

*Understanding 3-D References
Creating A 3-D Reference
Consolidating Data
Changing Data In A 3-D Reference
Pasting Between Sheets
Linking Information Between Books*

