

Training Course Specification

Course: Excel XP Level 3 supplement, Financial Modelling

Duration: One-Day

- COURSE OBJECTIVES:**
- Using Data Grouping and Sub Totals
 - Working with Financial functions
 - Using What-if-analysis to forecast budgets & cashflows
 - Using the Auditing Tools to track information
 - Using charts to display financial data
 - Using Macros to automate your work environment

This course take users to an expert level of knowledge using financial topics available in Excel XP such as Financial functions, auditing Pivot Table Reports and Charts and What-if analysis. Delegates will also create macros to automate their work.

WHO SHOULD ATTEND: This course takes users to a high level of knowledge using financial topics available in Excel XP such as Financial functions, auditing and Charts.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems - Windows 98/NT/2000/XP. Delegates should have a thorough understanding of Microsoft Excel XP or alternatively should have attended our Essentials or Tools and Techniques courses.

COURSE CONTENT

Module 1 – Data Grouping and Sub Totals

Working with Consolidation
Working with Group & Outline

Module 2 – Financial Functions

Standard Financial Functions
Working with Data Tables

Module 3 – What-if-Analysis

Working with Goal Seek
Working with Scenarios
Working with Solver

Module 4 – Pivot Analysis

Working with Pivot Tables
Using pivot tables to analyse data
Customising Pivot Tables

Module 5 – Auditing

Using the Auditing tools
Trace precedents
Trace dependents
Trace errors
Change references with Range Finder
Insert a comment
Circle invalid data

APPENDIX A: WHAT'S NEW IN EXCEL XP?

THE OFFICE TASK PANES
SMART TAGS
SMART DATA TAGS
NEW WORKSHEET FEATURES
NEW ARGUMENT AND FUNCTION FEATURES
OTHER NEW FEATURES AND ENHANCEMENTS IN EXCEL 2002

APPENDIX B: WHAT'S NEW IN OFFICE XP?

APPENDIX B; WHAT'S NEW IN OFFICE XP?
NEW OFFICE XP FEATURES COMMON ACROSS APPLICATIONS
SMART TAGS (WORD)
AUTOCORRECT OPTIONS (WORD)
OFFICE XP CLIPBOARD
OFFICE EMAIL INTRODUCTION
OTHER NEW FEATURES IN OFFICE XP

Related Courses:

Excel XP Level 3, Database Analysis