

Module 1 – Analysis Tools

- Review of Financial Functions
- What is a Scenario Manager?
- Creating and Editing Scenarios
- Merging Scenarios
- Creating and Editing a Scenario Summary Report
- Using Goal Seek
- Using Solver
- Setting Solver Constraints

Module 2 – Conditional Calculations and Formatting

- Using the Sumif Function
- Installing the Conditional Sum Wizard
- Creating Calculations with the Conditional Sum Wizard
- Applying Conditional Formatting
- Using Rules
- Data Bars, Color Scales, and Icon Sets
- Creating New Formatting Rules
- Manages Rules
- Clearing Conditional Formatting Rules

Module 3 – Creating Reports

- Consolidating Data from Separate Spreadsheets
- Creating a Pivot Table Report from Scenario Data
- Creating Your Own Pivot Table Report
- Rearranging Report Data
- Adding and Removing Data from the Report
- Changing Report Calculations
- Formatting the Report
- Creating PivotChart Reports

Module 4 – Sharing Excel Data with Other Applications

- Creating Embedded Objects
- Editing Embedded Objects
- Creating Linked Objects
- Updating Linked Objects
- Creating Word Objects in Excel

Module 5 – Recording Macros

- What is a Macro?
- Planning Macros
- Starting the Macro Recorder
- Naming and Storing Macros
- Running Macros with Shortcut Keys
- Creating Toolbar Buttons to Run Macros
- Editing Macros