



This course covers the following topics (any items marked with a \* will be covered if time allows):

<p><b>Building models</b></p> <ul style="list-style-type: none"><li>• What makes a good formula</li><li>• Separating inputs and calculations</li><li>• Maintaining constant periodicity</li></ul> <p><b>Range names</b></p> <ul style="list-style-type: none"><li>• Creating range names</li><li>• Editing/deleting range names</li></ul> <p><b>Masking</b></p> <ul style="list-style-type: none"><li>• Avoiding the IF function</li><li>• Creating a mask</li></ul> <p><b>Styles</b></p> <ul style="list-style-type: none"><li>• Using styles to apply formatting</li><li>• Number format styles</li></ul> <p><b>Formatting numbers and dates</b></p> <ul style="list-style-type: none"><li>• Standard number formats</li><li>• Hiding cell contents</li><li>• Date formats</li></ul> <p><b>Conditional formatting</b></p> <ul style="list-style-type: none"><li>• Creating cell rules</li><li>• Managing cell rules</li><li>• Viewing conditional formats</li><li>• Data bars and icon sets</li></ul> <p><b>Data validation</b></p> <ul style="list-style-type: none"><li>• Setting validation rules</li><li>• Input and error messages</li><li>• Highlighting validated cells</li><li>• Circling invalid data</li></ul>	<p><b>Protection</b></p> <ul style="list-style-type: none"><li>• How protection works</li><li>• Unlocking cells</li><li>• Turning protection on for a worksheet</li><li>• Protecting the whole workbook</li></ul> <p><b>Grouping/outlining</b></p> <ul style="list-style-type: none"><li>• Creating and removing groups</li><li>• Expanding and collapsing</li></ul> <p><b>Multiple worksheets</b></p> <ul style="list-style-type: none"><li>• Group editing</li><li>• Formulae across sheets</li><li>• 3D summing across sheets</li></ul> <p><b>Array formulae</b></p> <ul style="list-style-type: none"><li>• Block formulae</li><li>• What the curly brackets mean</li><li>• Functions using arrays</li></ul> <p><b>Cashflow calculations</b></p> <ul style="list-style-type: none"><li>• Avoiding circularity</li><li>• Separating interest paid and received</li><li>• Dealing with compound interest rates</li></ul> <p><b>Investment appraisal</b></p> <ul style="list-style-type: none"><li>• Net present value</li><li>• Internal rate of return</li><li>• Non-periodic cashflows</li></ul> <p><b>Conditional formulae</b></p> <ul style="list-style-type: none"><li>• Creating a single =IF formula</li><li>• Using =SUMIFS and =COUNTIFS</li><li>• Combining conditions</li></ul>	<p><b>Lookup functions</b></p> <ul style="list-style-type: none"><li>• The XLOOKUP function</li><li>• VLOOKUP for continuous values</li><li>• VLOOKUP for exact matches</li><li>• Data validation for exact matches</li></ul> <p><b>Advanced lookup functions</b></p> <ul style="list-style-type: none"><li>• The XMATCH function</li><li>• Combining =INDEX and =MATCH</li><li>• The OFFSET function</li></ul> <p><b>Scenarios</b></p> <ul style="list-style-type: none"><li>• Creating what-if scenarios</li><li>• The scenario manager</li></ul> <p><b>Goal-seeking (*)</b></p> <ul style="list-style-type: none"><li>• Targeting a given value</li><li>• Setting the number of iterations</li></ul> <p><b>Data tables</b></p> <ul style="list-style-type: none"><li>• One-way data tables</li><li>• Two-way data tables</li></ul>
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Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works [here](https://www.wiseowl.co.uk/). For more information, see <https://www.wiseowl.co.uk/>.