



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

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