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

Building models

- What makes a good formula
- Separating inputs and calculations
- Maintaining constant periodicity

Range names

- Creating range names
- Editing/deleting range names

Masking

- Avoiding the IF function
- Creating a mask

Styles

- Using styles to apply formatting
- Number format styles

Formatting numbers and dates

- Standard number formats
- Hiding cell contents
- Date formats

Conditional formatting

- Creating cell rules
- Managing cell rules
- Viewing conditional formats
- Data bars and icon sets

Data validation

- Setting validation rules
- Input and error messages
- Highlighting validated cells
- Circling invalid data

Protection

- How protection works
- Unlocking cells
- Turning protection on for a worksheet
- Protecting the whole workbook

Grouping/outlining

- Creating and removing groups
- Expanding and collapsing

Multiple worksheets

- Group editing
- Formulae across sheets
- 3D summing across sheets

Array formulae

- Block formulae
- What the curly brackets mean
- Functions using arrays

Cashflow calculations

- Avoiding circularity
- Separating interest paid and received
- Dealing with compound interest rates

Investment appraisal

- Net present value
- Internal rate of return
- Non-periodic cashflows

Conditional formulae

- Creating a single =IF formula
- Using =SUMIFS and =COUNTIFS
- Combining conditions

Lookup functions

- The XLOOKUP function
- VLOOKUP for continuous values
- VLOOKUP for exact matches
- Data validation for exact matches

Advanced lookup functions

- The XMATCH function
- Combining =INDEX and =MATCH
- The OFFSET function

Scenarios

- Creating what-if scenarios
- The scenario manager

Goal-seeking (*)

- Targeting a given value
- Setting the number of iterations

Data tables

- One-way data tables
- Two-way data tables

Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works here. For more information, see https://www.wiseowl.co.uk/.