

COURSE DURATION

8 hours

COURSE OBJECTIVES

At the end of the course, participants will be able to use Excel tools effectively to produce spreadsheet solutions.

TARGET AUDIENCE

This course is aimed at participants who need to manage and perform statistical analyse of data using Microsoft Excel.

ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learner should have working knowledge of Microsoft Excel

COURSE OUTLINE

USING EXCEL TABLE

- Overview of Excel tables
- Format as Excel Table
- Managing data in an Excel table
 - ✓ Sorting and filtering
 - ✓ Formatting table data
 - ✓ Inserting and deleting table rows and columns
 - ✓ Using a calculated column
 - ✓ Displaying and calculating table data totals

CONDITIONAL FORMATTING

- Overview of Conditional Formatting
- Creating a conditional format based on cell content
- Creating a conditional format using formula to determine which cell to format
- Editing the Conditional Formatting

Rules

- Deleting the Conditional Formatting Rules

PERFORM WHAT-IF ANALYSIS

- Using Scenarios to consider many different variables
- Using Goal Seek to find out how to get a desired result
- Use Data Tables to see the effects of one or two variables on a formula

EXCEL ADD-INS

- Project backward for more variables by using the Solver Add-in
- Using Regression Analysis Tool in the Analysis ToolPak Add-in