

## 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.

## 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