

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

Building models

- Freezing windows
- What makes a good formula
- Separating inputs and calculations
- Avoiding the IF function
- Maintaining constant periodicity

Masking

- Avoiding the IF function
- Creating a mask

Styles and themes

- Using the default styles
- Creating custom styles
- How themes work

Range names and absolute references

- Absolute references (\$ symbol)
- Fixing only the row/column
- Creating range names
- Labelling ranges automatically

Number formatting

- The four parts of a format
- Creating custom formats
- Scaling numbers

Dates and times

- How dates and times are stored
- Useful date/time functions
- Formatting dates and times

Conditional formatting

- Creating/using cell rules
- Data bars and colour sets

Validation and protection

- Setting cell validation
- Protecting cells/worksheets
- Cell comments
- Grouping and outlining

Multiple worksheets

- Copying, moving and renaming
- The dangerous group mode
- Summing across worksheets
- 3-D range names

Array formulae

- Creating array formulae
- Editing and deleting array formulae
- Strengths and weaknesses

Cashflow calculations

- Avoiding circularity
- Separating interest paid and received
- Dealing with compound interest rates
- Getting quarterly summary figures

Investment appraisal

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

IF and LOOKUP functions

- The conditional (IF) function
- Nested IFs are evil
- Lookup tables

Advanced lookup functions

- Using MATCH to find values
- Combining MATCH and INDEX
- Using OFFSET
- The feared INDIRECT function

Scenarios

- The scenario drop-down tool
- What-if analysis
- Creating a scenario report

Goal-seeking

- Targeting a given value
- Setting number of iterations

Data tables

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

There will be no more than 6 people on the course. All courses include lunch at a nearby restaurant. Please see our [website](#) for [references](#), or [email us](#) if you have any questions.