

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

<p>Building models</p> <ul style="list-style-type: none"> Freezing windows What makes a good formula Separating inputs and calculations Avoiding the IF function Maintaining constant periodicity 	<p>Reference functions</p> <ul style="list-style-type: none"> Combining MATCH and INDEX Using VLOOKUP Using the OFFSET function <p>The INDIRECT function</p> <ul style="list-style-type: none"> How INDIRECT works When to use it 	<p>Array formulae</p> <ul style="list-style-type: none"> Creating array formulae Editing and deleting Strengths and weaknesses <p>Goal-seeking</p> <ul style="list-style-type: none"> Goal-seeking Goal-seeking using charts
<p>Range names and absolute references</p> <ul style="list-style-type: none"> Absolute references (\$ symbol) Fixing only the row/column Creating range names Labelling ranges automatically The amazing 40% rule 	<p>Masking</p> <ul style="list-style-type: none"> Avoiding the IF function Creating a mask <p>Cashflow calculations</p> <ul style="list-style-type: none"> Avoiding circularity Separating interest paid and received Dealing with compound interest rates Getting quarterly summary figures 	<p>Scenarios</p> <ul style="list-style-type: none"> The scenario drop-down tool Adding scenarios What-if analysis Creating a scenario report
<p>Number formatting</p> <ul style="list-style-type: none"> Conditional number formats The four parts of a format Creating custom formats Formatting dates and times 		<p>Data tables</p> <ul style="list-style-type: none"> One-way data tables Two-way data tables
<p>Advanced formatting</p> <ul style="list-style-type: none"> Creating and applying styles Grouping and outlining Data validation Applying protection 	<p>Investment appraisal</p> <ul style="list-style-type: none"> Net present value Internal rate of return Non-periodic cashflows 	
<p>Styles</p> <ul style="list-style-type: none"> Creating formatting styles Using the style drop-down box The NORMAL style 		

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.