

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

<p><b>Building models</b></p> <ul style="list-style-type: none"> <li>• What makes a good formula</li> <li>• Separating inputs and calculations</li> <li>• Maintaining constant periodicity</li> </ul> <p><b>Range names</b></p> <ul style="list-style-type: none"> <li>• Creating range names</li> <li>• Editing/deleting range names</li> </ul> <p><b>Masking</b></p> <ul style="list-style-type: none"> <li>• Avoiding the IF function</li> <li>• Creating a mask</li> </ul> <p><b>Styles</b></p> <ul style="list-style-type: none"> <li>• Using styles to apply formatting</li> <li>• Number format styles</li> </ul> <p><b>Formatting numbers and dates</b></p> <ul style="list-style-type: none"> <li>• Standard number formats</li> <li>• Hiding cell contents</li> <li>• Date formats</li> </ul> <p><b>Conditional formatting</b></p> <ul style="list-style-type: none"> <li>• Creating cell rules</li> <li>• Managing cell rules</li> <li>• Viewing conditional formats</li> <li>• Data bars and icon sets</li> </ul> <p><b>Data validation</b></p> <ul style="list-style-type: none"> <li>• Setting validation rules</li> <li>• Input and error messages</li> <li>• Highlighting validated cells</li> <li>• Circling invalid data</li> </ul>	<p><b>Protection</b></p> <ul style="list-style-type: none"> <li>• How protection works</li> <li>• Unlocking cells</li> <li>• Turning protection on for a worksheet</li> <li>• Protecting the whole workbook</li> </ul> <p><b>Grouping/outlining</b></p> <ul style="list-style-type: none"> <li>• Creating and removing groups</li> <li>• Expanding and collapsing</li> </ul> <p><b>Multiple worksheets</b></p> <ul style="list-style-type: none"> <li>• Group editing</li> <li>• Formulae across sheets</li> <li>• 3D summing across sheets</li> </ul> <p><b>Array formulae</b></p> <ul style="list-style-type: none"> <li>• Block formulae</li> <li>• What the curly brackets mean</li> <li>• Functions using arrays</li> </ul> <p><b>Cashflow calculations</b></p> <ul style="list-style-type: none"> <li>• Avoiding circularity</li> <li>• Separating interest paid and received</li> <li>• Dealing with compound interest rates</li> </ul> <p><b>Investment appraisal</b></p> <ul style="list-style-type: none"> <li>• Net present value</li> <li>• Internal rate of return</li> <li>• Non-periodic cashflows</li> </ul> <p><b>Conditional formulae</b></p> <ul style="list-style-type: none"> <li>• Creating a single =IF formula</li> <li>• Using =SUMIFS and =COUNTIFS</li> <li>• Combining conditions</li> </ul>	<p><b>Lookup functions</b></p> <ul style="list-style-type: none"> <li>• The XLOOKUP function</li> <li>• VLOOKUP for continuous values</li> <li>• VLOOKUP for exact matches</li> <li>• Data validation for exact matches</li> </ul> <p><b>Advanced lookup functions</b></p> <ul style="list-style-type: none"> <li>• The XMATCH function</li> <li>• Combining =INDEX and =MATCH</li> <li>• The OFFSET function</li> </ul> <p><b>Scenarios</b></p> <ul style="list-style-type: none"> <li>• Creating what-if scenarios</li> <li>• The scenario manager</li> </ul> <p><b>Goal-seeking (*)</b></p> <ul style="list-style-type: none"> <li>• Targeting a given value</li> <li>• Setting the number of iterations</li> </ul> <p><b>Data tables</b></p> <ul style="list-style-type: none"> <li>• One-way data tables</li> <li>• Two-way data tables</li> </ul>
---	--	---

There will be no more than 6 people on the course. All of our public (scheduled) courses include lunch at a local restaurant. For more information, see [www.wiseowl.co.uk/courses/excel-business-modelling.htm](http://www.wiseowl.co.uk/courses/excel-business-modelling.htm).