

<b>Course</b>	<b>Excel Advanced – Analyzing Data Course</b>
<b>Length</b>	Three hours
<b>Audience/ Synopsis</b>	Advanced level class for people who use Excel extensively. Learn ways to protect cells, comments or entire worksheets. Combine protection with the use of templates to create on-line forms. Learn to record macros to perform frequent routines. Customize options, toolbars and menus for greater efficiency.
<b>Prerequisites</b>	Participants should use Excel regularly on an intermediate level.
<b>Topics</b>	<p><i>Module 1: Goal Seek</i></p> <ul style="list-style-type: none"><li>◆ When to use tool</li><li>◆ Using Goal Seek</li></ul> <p><i>Module 2: Scenario Manager</i></p> <ul style="list-style-type: none"><li>◆ Creating Scenarios</li><li>◆ Viewing and Editing</li><li>◆ Creating a Summary</li></ul> <p><i>Module 3: Solver</i></p> <ul style="list-style-type: none"><li>◆ Installing Solver</li><li>◆ When to use Solver</li><li>◆ Creating Solutions</li></ul> <p><i>Module 4: Auditing Tools</i></p> <ul style="list-style-type: none"><li>◆ Auditing tools: Formula tab</li><li>◆ Tracing precedents or dependents</li></ul>