



What-if Analysis in Microsoft Excel 2010

Course Duration:

7 Hours / 1 Day

1 What-if Analysis Tools

- Overview
- Use scenarios to consider many different variables
- Use 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
- Prepare forecasts and advanced business models

2 Use scenarios to consider many different variables

- Setting Up Your Worksheet for Scenarios
- Create the first Excel Scenarios
- Create more than one Excel Scenario
- Show an Excel Scenario

3 Use Goal Seek to find out how to get a desired result

- Prepare the worksheet
- Use Goal Seek to determine the interest rate

4 Use data tables to see the effects of one or two variables on a formula

- Create a one-variable data table
- Add a formula to a one-variable data table

- Create a two-variable data table
- Speed up calculation on a worksheet that contains data tables

5 Solver

- Load the Solver Add-in
- Define and solve a problem
- Step through Solver trial solutions
- Saving a Solution as a Scenario
- Setting Other Solver Options
- Making Sense of Solver's Messages
- Loading Solver

6 Consolidate

- How to consolidate data

7 Data Validation

- Validation Setting
- Error Handling

8 Remove Duplicates

- Remove duplication of record from a range

9 Text to Columns

- Convert Text in cell into columns

10 Conditional Formatting

- Type of Conditional Formatting Rules
- Using Values to create rule
- Using Formula to create rule
- Deleting Conditional Formatting

11 New Features in Sort and Auto Filter

- Applying a pre-installed custom sort
- Creating a customized list and performing a custom sort
- Using AutoFilter

- Removing all AutoFilters from a worksheet

12 Import Text File into Excel

- What is a delimited text file?
- Importing a delimited text file

13 Protect Range in Worksheet

- Password protecting cells and worksheets.
- Hiding formulas
- Un-hiding formulas

14 Using Database Functions

- Introducing Database Functions
- Find the Sum of Specific Records using Paste Function
- Find The Average Of Specific Records

15 Format As Table

- Create a table
- Insert a table using a style of your choice
- Delete a table without losing the data or table formatting
- Delete a table and its data