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Using Excel 2007 for Calculations and Financial Transactions

Introduction

This course has been designed for those who need to use Excel 2007 for calculations and straightforward financial transactions.

1. Formulae

Creating a basic formula

Creating a formulae with more than one operation

Creating a formula that uses an absolute cell reference

Using names in formula

Looking behind the formulas on a spreadsheet

Use the Formula Auditing Tools to track formulae

- Using formulae to create a simple monthly balance sheet

- Using formulae to set targets or predict growth

- Using formulae to create an expense claim sheet

- Using formulae to add delivery charges or VAT to an order

2. Functions

Creating basic functions to calculate Total and Average sales

Creating basic functions to analyse data such as minimum and maximum sales

- Use VLOOK UP to find data in large tables

- Using functions to analyse monthly sales performance

3. Conditional Logic

Format data according to conditions

Create and use functions that return values based on conditions

- Using conditional logic to analyse data

- Using conditional logic to

4. Financial Functions

Future Value

PMT Functions

- Using the PMT function to calculate the payments on a loan

5. What If Analysis

Create a 'What If?' scenario using goal seek

Use Solver to find solutions

Using the Scenario Manager to identify best and worst case scenarios

6. Charts

Insert and modify a chart

Duration- 1 day: 10-4pm

Cost £185+VAT

Attendance Certificate

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