

Course Overview



Microsoft EXCEL

½ Day Workshop

Databases and 'What If' analysis

Course Description

This course is designed for users who wish to store information in flat file databases in Excel. The course covers database design and tips and techniques to ensure that data is entered accurately to maintain data integrity. Delegates will learn how to search and interrogate information using D-functions. The course also covers the 'what if' features that Excel has. These allow users to change figures and variables to see what impact they have on the predicted outcome. This is ideal for budget projections, sales forecasts or any projected figures which can be affected by one or more variables.

Course Objectives

Upon completion of this course, you will be able to:

- *Steps to consider when creating a database in Excel*
- *Use the D-functions*
- *Use VLOOKUP and HLOOKUP functions*
- *Share workbooks across a network*
- *Consolidate workbooks*
- *Create data tables with one or two input variables*
- *Use 3-D ranges names*

Course contents

Designing a flat file database

- *Identifying field names*
- *Creating an index*
- *Horizontal or vertical layout*

D-Functions

- *Using DAVERAGE, DCOUNT, DCOUNT*
- *Using DGET, DMAX, DMIN, DPRODUCT*
- *Using DSUM, DVAR.*
- *Using the VLOOKUP and HLOOKUP functions*

'What if' analysis

- *Creating scenarios*
- *Using Goal Seek*
- *Using solver*
- *Creating data tables with one or two input variables*

Displaying results

- *Creating solver reports*
- *Using consolidate to summarise worksheets*
- *Creating 3-D ranges names*
- *Share workbooks over the network*

Who should attend?

To get the best out of this course we recommend you attend the introduction to Excel to gain a grounding in the key Excel skills