

# Microsoft Excel 365 Data Analysis, Part 4 of 4: Analytical Tools

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**Meet the expert:** I'm Kari Hoiem. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training &ndash; you name it &ndash; I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

Sondra Nelson is a Microsoft Certified Trainer and has been teaching Microsoft Office for over 15 years. She has teaching and consulting experience with high school students, college students and corporate employees.

**Prerequisites:** This course is designed for students with a base knowledge of Excel and want to learn higher-level skills to display data and perform functions. Students should know how to perform calculations, modify worksheets, format worksheets, print workbooks and manage workbooks.

**Runtime:** 53:22

**Course description:** Explore an amazing set of topics in analysis and forecasting in this course which covers topics including Goal Seek, Scenarios, Solver, and Data Analysis. Learn to use Goal Seek's capabilities when a value is unknown, explore Scenarios which allow for multiple views of how data changes based on set values, use the Solver to generate multiple solutions using objectives, variables and constraints, and explore the instant data analysis tools to quickly get what you need in order to enhance your data.

## Course outline:

### Goal Seek

- Introduction
- Goal Seek
- Calculate Interest Rate
- Demo: Calculate Interest Rate
- Voting Results
- Demo: Voting Results
- Summary

### Scenarios

- Introduction
- Scenarios
- Scenarios Demo
- Demo: Scenarios
- Worst-Case Scenario
- Demo: Worst-Case Scenario
- Worst-Case Scenario Continued
- Demo: Worst-Case Scenario Continued
- Best-Case Scenario
- Demo: Best-Case Scenario
- Scenario Summary
- Demo: Scenario Summary
- Summary

### Solver

- Introduction

- Solver
- Using the Solver
- Demo: Using the Solver
- Solver Answer Report
- Demo: Answer Report
- Summary

### Instant Data Analysis

- Introduction
- Instant Data Analysis
- Instant Data Analysis Formatting
- Demo: Formatting and Charts
- Instant Data Analysis Charts
- Instant Data Analysis Totals
- Instant Data Analysis Tables
- Instant Data Analysis Sparklines
- Demo: Totals, Tables, and Sparklines
- Summary

### Analysis and Formatting

- Introduction
- Demo: Analysis and Formatting
- Summary