



MIRICLE SOLUTIONS



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Training Courses





How to use this course










First and foremost because this is video, you can **replay**, **pause**, **rewind**, and **fast forward**. You can watch a little, pause and try, and then continue. You can break the course into bite size chunks to suite your time constraints. But whatever you do, work through all the presentations and/ or exercises. Each section will save you time in your normal day. Use all these features to get the most out of Excel.

We suggest you watch the video, try the relevant exercise and review any other documents provided. You can replay the video to cement your understanding. The video will pop up in a separate screen. When you are finished close it down. You can always reopen it. Similarly with the exercises, once you have finished close down the unnecessary folders to avoid clutter.

If you feel more comfortable working with paper next to you, print out this [word document](#) which will guide you through the rest of the course in the same way as the video presentations. Enjoy!

Video Presentations (Click on the underlined word by the to watch the clip in Windows Media Player)	Excel Exercise/s (Click on the file names with the symbol to open the folder and then open the relevant example)	Other information and solutions
The Basics		
Introduction (2 min) Brief introduction to the topic and using this training course		
Auditing Toolbar (5 min) Loading and using the auditing toolbar which is a fundamental tool in Excel	1- Auditing Toolbar exercise Load the auditing toolbar and see how it helps to find errors in the spreadsheet.	Solution included in exercise
<p>How Errors Happen It is extremely easy to make errors in a spreadsheet. Below are some of the typical errors made. Look through the items you are familiar with:</p> <p>Basic Functions</p> <ul style="list-style-type: none"> Copy and Paste (2 min) Inserting Rows (2 min) Inserting cells (1 min) Deleting cells (1 min) Hiding rows or columns of information (2min) Linking spreadsheets together (3 min) <p>Intermediate and advanced functions</p> <ul style="list-style-type: none"> IF functions (e.g. SUMIF) (3 min) VLOOKUP function (5 min) MIN and MAX functions (2 min) Referencing (absolute and relative) (2 min) 	2- How errors happen Work through each example of the functions you use. When you get to the external links example open the following workbook. 3- More than one workbook Work through the example to see what goes wrong when you work across workbooks.	
Spreadsheet Professional		
Getting Started with Spreadsheet Professional (3min) An introduction to Spreadsheet Professional	Change the options as indicated in the introduction video. You can stop/ start the video to follow the precise steps.	4- Feedback template A template to use when documenting a review. Use it for the upcoming exercises.

<p>("SP") and the objectives of this part of the course</p>		
<p> The Spreadsheet Model review process (3 min) A high level overview of the spreadsheet review process and how spreadsheet professional assists in the task.</p>		<p>A print out of the spreadsheet review process</p>
<p> Maps (4 min) How to use the Maps feature in SP.</p>	<p> 5- Maps exercise Run the maps on the 2 sheets in this workbook. Review the maps and look at the inconsistent areas. Document your findings on the feedback template. Tick off the formula that you have looked at on the map.</p>	<p>6-What your map should look like and where you should look Highlighted in red are the areas you should have reviewed and documented on the Feedback Template.</p>
<p> Prioritising the cells you look at (7 min) Which cells to look at first to find the errors</p>	<p> 7-Priority Exercise Run the test reports on the 2 sheets in this workbook. Review the report and look at the inconsistent areas. Document your findings on the feedback template. Tick off the formulae you look at on the maps.</p>	<p>8- What your report should look like What your report should look like.</p> <p>9- Suggested findings after exercises After reviewing the maps and reports you should have found most of these.</p>
<p> Comparing Spreadsheets (8 min) A quick way to compare spreadsheets to find differences.</p>	<p> 10-Comparison Sheet 1 Open these workbooks.</p> <p> 11-Comparison Sheet 2 Compare the first sheets (Inputs) to each other. Compare the second sheets to each other</p>	<p>12-Comparison solution 1 What your comparison should look like after comparing the Inputs sheets</p> <p>13- Comparison solution 2 What your comparison should look like after the FIRST run comparing the Financials.</p> <p>14- Comparison solution 3 What your comparison should look like after making the required structural change and re-comparing the Financials.</p>
<p> Advice based on Experience (6 min) Tips on using SP and combining its features with some Excel features.</p>	<p> 20- Conditional Formatting exercise on Maps Use conditional formatting to make the Maps clearer.</p>	
<p> Spreadsheet review process summary (1 min) A summary of the process to ensure you have grasped how Spreadsheet Professional can be used to make your life easier.</p>		
<p> Spreadsheet Painter (3 min) Quickly colour the cells in your spreadsheets based on their contents</p>	<p> 15-Spreadsheet Painter exercise First paint the spreadsheet in its entirety and then paint only the unique formulae. Change the the colours you prefer if you wish.</p>	
<p> Spreadsheet Formulae Tracer (5 min) Get a visual representation of any formulae.</p>	<p> 16- Spreadsheet Formulae Tracer Exercise Follow the instructions included and generate a trace diagram.</p>	<p>17- SP Formula Tracer Diagram A detailed diagram generated.</p>
<p> Sensitivity Tool (3 min) Run sensitivities quickly and easily</p>	<p> 18-Sensitivity Tool Exercise Recreate the reports included in the workbook by running the sensitivity tool.</p>	
<p> Other Tools (3 min) Understand other SP tools such as the Translation bar and Spreadsheet Checker.</p>		
<p> Other Reports (5 min) Understand the use of all the reports produced by SP.</p>		
<p> Options (7 min) Customise SP to suit your needs.</p>	<p> 19- Adjusting Formulae Tracer Exercise Change the preferences to get more information out of the formulae trace.</p>	
<p>Excel and its inbuilt features</p>		
<p> Good Spreadsheet Design (15 min) Basic concepts in designing spreadsheet models.</p>		

 External Links (5 min) Handle links between spreadsheets using Excel's inbuilt features.	 21- External links exercise  22- Input Data v1  23- Input Data v2 Open these 3 files, view the external links and make the changes.	
 Find/ Replace (9 min) Use this common Excel feature to help in reviews and find cells containing external links.	Use the files for the external links and find the stray link.	
 The GoTo Special Command (7 min) Learn how to use this brilliant tool to navigate your spreadsheet.	 24- GoTo Special Exercise Follow the instructions in the file.	
 The Function Wizard (3 min) See what is already built into Excel.	 25- Function Wizard Exercise Follow the instructions in the exercise	
Conclusion		
Thank you for using this course. Send comments and feedback to info@bmesol.com		