

Microsoft Excel for Office 365 (Desktop or Online) - Part 3

Course Overview

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This is a 1-day class

In this course, you will build upon the foundational and intermediate knowledge presented in the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 and Microsoft® Excel® for Office 365™ (Desktop or Online): Part 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.



Who Should Attend

This course is intended for students who are experienced Excel users and have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.

To ensure success, students should have practical, real-world experience creating and analyzing datasets using Excel. Specific tasks students should be able to perform include: creating formulas and using Excel functions; creating, sorting, and filtering datasets and tables; presenting data by using basic charts; creating and working with PivotTables, slicers, and PivotCharts; and customizing the Excel environment.

Course Objectives

Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.

You will:

- Work with multiple worksheets and workbooks.
- Share and protect workbooks.
- Automate workbook functionality.
- Use Lookup functions and formula auditing.
- Forecast data.
- Create sparklines and map data.

Course Outline

1 WORKING WITH MULTIPLE WORKSHEETS AND WORKBOOKS

- Topic A: Use Links and External References
- Topic B: Use 3-D References
- Topic C: Consolidate Data

2 SHARING AND PROTECTING WORKBOOKS

- Topic A: Collaborate on a Workbook
- Topic B: Protect Worksheets and Workbooks

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3 AUTOMATING WORKBOOK FUNCTIONALITY

Topic A: Apply Data Validation

Topic B: Search for Invalid Data and Formulas with Errors

Topic C: Work with Macros

4 USING LOOKUP FUNCTIONS AND FORMULA AUDITING

Topic A: Use Lookup Functions

Topic B: Trace Cells

Topic C: Watch and Evaluate Formulas

5 FORECASTING DATA

Topic A: Determine Potential Outcomes Using Data Tables

Topic B: Determine Potential Outcomes Using Scenarios

Topic C: Use the Goal Seek Feature

Topic D: Forecast Data Trends

6 CREATING SPARKLINES AND MAPPING DATA

Topic A: Create Sparklines

Topic B: Map Data