Microsoft Excel for Office 365 (Desktop or Online) - Part 3 1 day

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.

Learning 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

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