



## Excel 2016 - Part 3

### Summary

Length: 8 hours Level: Advanced

Excel is a powerhouse spreadsheet software used by companies small and large. Master this popular platform by completing the Excel 2016 - Part 3 course from New Horizons. This advanced Excel course builds off learnings from Excel 2016 - Parts 1 & 2 and prepares you to complete difficult Excel tasks such as LOOKUPS, macros and more. The course also covers Microsoft Office Specialist exam objectives to help you prep for the certification exam. This course may earn a Credly Badge.

### Learning Objectives

Once you complete Excel 2016 - Part 3, you'll be able to perform advanced data analysis, collaborate on workbooks and automate workbook functionality.

This course empowers you to:

- Refer to internal and external worksheets
- Perform LOOKUPS and audit formulas
- Share and protect workbooks
- Automate workbook functionality using validation rules and macros
- Create sparklines and map data
- Forecast data

### Course Outline

- 1 - WORKING WITH MULTIPLE WORKSHEETS & WORKBOOKS
  - Reference Cells and Groups of Cells Across Worksheets
  - Link Cells to External Worksheets
  - Consolidate Data Across Worksheets
- 2 - USING LOOKUP FORMULAS AND FORMULA AUDITING
  - Search Rows or Columns Using LOOKUP Functions
  - Display Relationships Between Cells and Formulas with the Trace Command
  - Watch Cells and Formulas From the Watch Tool
- 3 - SHARING AND PROTECTING WORKBOOKS
  - Collaborate on Workbooks
  - Apply Varying Levels of Workbook Access and Protections
- 4 - AUTOMATING WORKBOOK FUNCTIONALITY
  - Create and Manage Validation Rules and Lists
  - Search for Invalid Data and Formulas with Errors
  - Record Macros to Automate Tasks

5. 5 - CREATING SPARKLINES AND MAPPING DATA

Create Sparklines to Show Trends

Map Data

6. 6 - FORECASTING DATA

Determine Potential Outcomes Using Data Tables and Scenarios

Solve for Desired Outputs with the Goal Seek Feature

Forecast Data Trends

### Audience

If you are proficient in Excel 2016 and looking to master more advanced features, this course is for you.

### Prerequisites

Excel 2016 - Part 3 is an advanced course. To get the most out of your Excel 2016 training, you should have completed Excel 2016 - Part 1 and Excel 2016 - Part 2 or have real-world experience creating and analyzing datasets using Excel 2016. When enrolling in this course, you should also know how to work with functions and lists, build charts, create advanced formulas, manipulate datasets and tables, use PivotTables and PivotCharts and customize the Excel environment.