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

Summary

Length: 8 hours Level: Advanced

Clearly, you use Microsoft Excel a lot in your role. Otherwise, you wouldn't be taking this course. By now, you're already familiar with Excel, its functions and formulas, a lot of its features and functionality, and its powerful data analysis tools. You are likely called upon to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes. At this level of use and collaboration, you have also likely encountered your fair share of issues and challenges. You're too busy, though, to waste time scouring over workbooks to resolve issues or to perform repetitive, monotonous tasks. You need to know how to get Excel to do more for you so you can focus on what's really important.

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. **Lesson 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. **Lesson 2: Sharing and Protecting Workbooks**

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

3. **Lesson 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. **Lesson 4: Using Lookup Functions and Formula Auditing**

    Topic A: Use Lookup Functions
    Topic B: Trace Cells
    Topic C: Watch and Evaluate Formulas

5. **Lesson 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. Lesson 6: Creating Sparklines and Mapping Data

Topic A: Create Sparklines
Topic B: Map Data

Audience

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.

Prerequisites

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.