COURSE OUTLINE

Microsoft Excel 365:

Part 3

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Advanced	VILT/ILT	N/A	End User

Course Overview

Clearly, you use Excel a lot in your role. Otherwise, you wouldn't be taking this course. By now, you're already familiar wit h Microsoft® Office Excel® 365, its functions and formulas, a lot of its features and functionality, and its powerful data anal ysis 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: staying ahead of the competition. That's exactly what this course aims to help you do. This course builds upon the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 365: Part 1 and Microsoft® Office Excel® 365: 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. This course covers Microsoft Office Specialist Program exam

objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201 certifications.

Topics

Module 1: Working with Multiple Worksheets and Workbooks

• Use Links and External References

• Use 3-D References

• Consolidate Data

Module 2: Sharing and Protecting Workbooks

• Collaborate on a Workbook

• Protect Worksheets and Workbooks

Module 3: Automating Workbook Functionality

• Apply Data Validation

• Search for Invalid Data and Formulas with Errors

• Work with Macros

Module 4: Using Lookup Functions and Formula Auditing

• Use Lookup Functions

• Trace Cells

• Watch and Evaluate Formulas

Module 5: Forecasting Data

• Determine Potential Outcomes Using Data Tables

• Determine Potential Outcomes Using Scenarios

• Use the Goal Seek Feature

• Forecast Data Trends

Module 6: Creating Sparklines and Mapping Data

• Create Sparklines

• Map Data

Appendix A: Mapping Course Content to Excel Associate (Office 365 and Office 2019): Exam MO-200

Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2019): Exam MO-201

Appendix C: Microsoft® Excel® 2019 Common Keyboard Shortcuts

Appendix D: Cube Functions

Appendix E: Importing and Exporting Data

Appendix F: Internationalizing Workbooks

Appendix G: Working with Power Pivot

Appendix H: Advanced Customization Options

Appendix I: Working with Forms and Controls