

ME-EXL365PT3: MICROSOFT EXCEL 365: PART 3

| DURATION | LEVEL | TECHNOLOGY | DELIVERY METHOD | CERTIFICATION |
|----------|----------|------------|-----------------|------------------------|
| 1 Day | Advanced | Office 365 | Instructor-led | Attendance Certificate |

INTRODUCTION

The training delivery is based on the desktop application and not on the online/browser version of the application. 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 analyses 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 on 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 out 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.

Note: Most Microsoft 365 users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. This includes brief coverage of key skills for using Excel for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

AUDIENCE PROFILE

This course is intended for students who have experienced Excel users and have a desire or need to increase 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 analysing datasets by 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. To meet these prerequisites, students can take the following courses, or should possess the equivalent skill level:

- Microsoft Excel for Office 365 (Desktop or Online): Part 1
- Microsoft Excel for Office 365 (Desktop or Online): Part 2

COURSE CONTENT

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

COURSE OBJECTIVES

By the end of this course, users will know how to:

- 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.

Module 3: Automating Workbook Functionality

- Apply Data Validation
- Search for Invalid Data and Formulas with Errors
- Work with Macros

Module 5: Forecasting Data

- Determine Potential Outcomes Using Data Tables
- Determine Potential Outcomes Using Scenarios
- Use the Goal Seek Feature
- Forecast Data Trends

Module 4: Using Lookup Functions and Formula Auditing

- Use Lookup Functions
- Trace Cells
- Watch and Evaluate Formulas

Module 6: Creating Sparklines and Mapping Data

- Create Sparklines
- Map Data

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course, students will receive an attendance certificate