Course Syllabus

Microsoft Excel Level 3

One Day • Instructor-led

Overview:

Clearly, you use 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: staying ahead of the competition. That's exactly what this course aims to help you do.

This course builds off of the foundational and intermediate knowledge presented in the *Microsoft® Office Excel®: Part 1* and *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 exam objectives to help students prepare for the Excel Exam and the Excel Expert Exam.

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.
- Use Lookup functions and formula auditing
- Share and protect workbooks.
- Automate workbook functionality.
- Create sparklines and map data.
- Forecast data.

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Course Outline

Lesson 1: Working with Multiple Worksheets and Workbooks

- Use Links and External References
- Use 3-D References
- Consolidate Data

Lesson 2: Using Lookup Functions and Formula Auditing

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

Lesson 3: Sharing and Protecting Workbooks

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

Lesson 4: Automating Workbook Functionality

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

Lesson 5: Creating Sparklines and Mapping Data

- Create Sparklines
- Map Data

Lesson 6: Forecasting Data

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