

Microsoft® Office Excel® 2016: Part 3

Course length: 1 day(s)

Course Description

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 2016, 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® 2016: 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 2016 Exam and the Excel 2016 Expert Exam.

Target Student:

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with electronic spreadsheets.

Prerequisites

To ensure success, students should have practical, real-world experience creating and analyzing datasets using Excel 2016. 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® Office Excel® 2016: Part 1*
- *Microsoft® Office Excel® 2016: Part 2*

Course Content

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



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Lesson 2: Using Lookup Functions and Formula Auditing

Topic A: Use Lookup Functions

Topic B: Trace Cells

Topic C: Watch and Evaluate Formulas

Lesson 3: Sharing and Protecting Workbooks

Topic A: Collaborate on a Workbook

Topic B: Protect Worksheets and Workbooks

Lesson 4: Automating Workbook Functionality

Topic A: Apply Data Validation

Topic B: Search for Invalid Data and Formulas with Errors

Topic C: Work with Macros

Lesson 5: Creating Sparklines and Mapping Data

Topic A: Create Sparklines

Topic B: Map Data

Lesson 6: 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: Forecasting Data Trends

Appendix A: Microsoft Office Excel 2016 Exam 77-727

Appendix B: Microsoft Office Excel 2016 Expert Exam 77-728

Appendix C: Microsoft Excel 2016 Common Keyboard Shortcuts

Appendix D: Cube Functions

Appendix E: Importing and Export Data

Appendix F: Internationalizing Workbooks

Appendix G: Working with Power Pivot

Appendix H: Advanced Customization Options

Appendix I: Working with Forms and Controls