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## **Microsoft® Excel® for Office 365™ (Desktop or Online): Part 3**

*Course length: 1 day(s)*

### **Course Description**

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: 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® 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 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 Office 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 Office 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.

### **Target Student:**

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.



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## 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. To meet these prerequisites, students can take the following Logical Operations 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

### 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

### Lesson 2: Sharing and Protecting Workbooks

**Topic A:** Collaborate on a Workbook

**Topic B:** Protect Worksheets and Workbooks

### 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

### Lesson 4: Using Lookup Functions and Formula Auditing

**Topic A:** Use Lookup Functions

**Topic B:** Trace Cells

**Topic C:** Watch and Evaluate Formulas

### 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:** Forecasting Data Trends

### Lesson 6: Creating Sparklines and Mapping Data

**Topic A:** Create Sparklines

**Topic B:** Map Data

### Appendix A: Mapping Course Content to Excel Associate: Exam MO-200

### Appendix B: Mapping Course Content to Excel Expert: Exam MO-201

### Appendix C: Microsoft Excel 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

400 WEST 7<sup>TH</sup> STREET (7<sup>TH</sup> & SPRING) LITTLE ROCK AR 72201-4288

PHONE: 501.372.3379 • EMAIL: [training@complete.com](mailto:training@complete.com)