MICROSOFT EXCEL FOUNDATIONS PART 3

1 DAY

COURSE SUMMARY

This course builds upon the knowledge presented in the Microsoft® Office Excel® Foundations 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 formulas and functions will put the full power of Excel right at your fingertips.

TARGET STUDENT

This course is intended for students **who are experienced 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 intricate Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.

COURSE CONTENT

WORKING WITH MULTIPLE WORKSHEETS AND WORKBOOKS

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

SHARING AND PROTECTING WORKBOOKS

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

AUTOMATING WORKBOOK FUNCTIONALITY

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

USING LOOKUP FUNCTIONS

- VLOOKUP; HLOOKUP
- XLOOKUP (M365 Excel version)

FORECASTING DATA

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

Learning Services Supply Arrangement #: E60ZH-2000LS 115 ZH SO and E60ZH-2000LS 031 ZH SA

INTRODUCTION TO PIVOT TABLES

- Create a Pivot Table
- Analyze Pivot Table Data
- Present Data with Pivot Charts
- Filter Data Using Timelines and Slicers