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

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist: Excel Associate **and or** Expert (Excel and Excel 2019) —* ***Exam(s):*** *MO-200 **and or** MO-201: Microsoft Excel (Excel and Excel 2019)*

Course Description

This course builds upon the foundational and intermediate knowledge presented in the courses, *Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 and Part* 2. 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 their fingertips. This course aims to help participants to get Excel to do more for them so they can focus on what is important: *staying ahead of the competition.*

Note: The focus of this training will use the desktop version of the software as most Office 365™ users perform many of their daily tasks there. However, the course material will enable participants to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes a brief coverage of key skills for using Excel for the Web and OneDrive. Helpful notes will point out cases where the online version of the application may function differently from the desktop version.

Target Audience

This course is intended for:

- Persons 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.
- Persons who 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.
- Persons who wish to prepare for the certification exam(s).

Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Microsoft Partner

Accredited Training Center
EC-Council

Prerequisites

To attend this course, candidates must have:

- Practical, real-world experience creating and analysing datasets using Excel.
- The ability to create formulas and use Excel functions; create, sort, and filter datasets and tables; present data by using basic charts; create and work with PivotTables, slicers, and Pivot Charts; and customize the Excel environment.

-OR-

- To meet these prerequisites, candidates must complete 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 Objectives

Upon successful completion of this course, attendees will be able 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.

Course Topics

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

Module 3: Automating Workbook Functionality

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

Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Microsoft Partner

Course Topics *Continued*

Module 4: Using Lookup Functions and Formula Auditing

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

Module 5: Forecasting Data

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

Module 6: Creating Sparklines and Mapping Data

- Create Sparklines
- Map Data

ACTIVITIES INCLUDED