ProTech Professional Technical Services, Inc.

Microsoft Excel for Office 365: Part 3

Course Summary

Description

This course builds upon the foundational and intermediate knowledge presented in the Microsoft Excelfor 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.

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.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201 certifications.

Objectives

By the end of this course, students 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

Topics

- Working with Multiple Worksheets and Workbooks
- Sharing and Protecting Workbooks
- Automating Workbook Functionality
- Using Lookup Functions and Formula Auditing
- Forecasting Data
- Creating Sparklines and Mapping Data

Audience

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.

Course Summary (cont.)

Prerequisite

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

Duration

One Day

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Course Outline

I.   *Working with Multiple Worksheets and Workbooks*
    A.   Use Links and External References
    B.   Use 3-D References
    C.   Consolidate Data

II.   *Sharing and Protecting Workbooks*
    A.   Collaborate on a Workbook
    B.   Protect Worksheets and Workbooks

III. *Automating Workbook Functionality*
    A.   Apply Data Validation
    B.   Search for Invalid Data and Formulas with Errors
    C.   Work with Macros

IV.   *Using Lookup Functions and Formula Auditing*
    A.   Use Lookup Functions
    B.   Trace Cells
    C.   Watch and Evaluate Formulas

V.   *Forecasting Data*
    A.   Determine Potential Outcomes Using Data Tables
    B.   Determine Potential Outcomes Using Scenarios
    C.   Use the Goal Seek Feature
    D.   Forecast Data Trends

VI.   *Creating Sparklines and Mapping Data*
    A.   Create Sparklines
    B.   Map Data

- Appendix A: Mapping Course Content to Excel Associate (Office 365 and Office 2019): Exam MO-200
- Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2019): Exam MO-201
- Appendix C: Microsoft® Excel® Common Keyboard Shortcuts
- Appendix D: Cube Functions
- Appendix E: Importing and Exporting Data
- Appendix F: Internationalizing Workbooks
- Appendix G: Working with Power Pivot
- Appendix H: Advanced Customization Options
- Appendix I: Working with Forms and Controls