

Excel for Office 365 Advanced

Length: 1 Day

Summary: This course builds upon the foundational and intermediate knowledge presented in the Excel for Office 365 classes. 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.

Prerequisites: Excel for Office 365 Intermediate and Excel for Office 365 Introduction

You will:

- 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 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 AND FORMULA AUDITING

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

FORECASTING DATA

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

CREATING SPARKLINES AND MAPPING DATA

- Create Sparklines
- 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**