Excel for Office 365 Advanced

Length: 1/2 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.

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