

## Microsoft® Office Excel® 2021: Part 3

### Course Specifications

Course Number:

091165

Course Length:

1 day

### Course Description

Overview:

Clearly, you use Excel a lot in your role. Otherwise, you wouldn't be taking this course. By now, you're already familiar with Microsoft® Office Excel® 2021, its functions and formulas, a lot of its features and functionality, and its powerful data analysis tools. You are likely called upon to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes. At this level of use and collaboration, you have also likely encountered your fair share of issues and challenges. You're too busy, though, to waste time scouring over workbooks to resolve issues or to perform repetitive, monotonous tasks. You need to know how to get Excel to do more for you so you can focus on what's really important: staying ahead of the competition. That's exactly what this course aims to help you do.

This course builds upon the foundational and intermediate knowledge presented in the *Microsoft® Office Excel® 2021: Part 1* and *Microsoft® Office Excel® 2021: 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 and dynamic arrays 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.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2021): Exam MO-200 and Excel Expert (Office 365 and Office 2021): Exam MO-201 certifications.

## Course Objectives:

Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.

## You will:

- Work with multiple worksheets and workbooks.
- Share and protect workbooks.
- Automate workbook functionality.
- Use Lookup functions, dynamic arrays, and formula auditing.
- Forecast data.
- Create sparklines and map data.

## Target Student:

This course is intended for students who are experienced Excel 2021 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.

## Prerequisites:

To ensure success, students should have practical, real-world experience creating and analyzing datasets using Excel 2021. 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® Office Excel® 2021: Part 1*
- *Microsoft® Office Excel® 2021: Part 2*

## Course-specific Technical Requirements

### Hardware:

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz 32-bit or 64-bit processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 25 GB available disk space
- DirectX 10 graphics card and a 1,024 × 576 or higher resolution monitor (1,024 × 768 resolution or higher monitor recommended)
- Keyboard and mouse (or other pointing device)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

### Software:

- Microsoft® Windows® 10 Professional or Enterprise
- Microsoft® Office 2021

## Course Content

### Lesson 1: Working with Multiple Worksheets and Workbooks

**Topic A:** Use Links and External References

**Topic B:** Use 3-D References

**Topic C:** Consolidate Data

### Lesson 2: Sharing and Protecting Workbooks

**Topic A:** Collaborate on a Workbook

**Topic B:** Protect Worksheets and Workbooks

### Lesson 3: Automating Workbook Functionality

**Topic A:** Apply Data Validation

**Topic B:** Search for Invalid Data and Formulas with Errors

**Topic C:** Work with Macros

## Lesson 4: Using Lookup Functions, Dynamic Arrays, and Formula Auditing

**Topic A:** Use Lookup Functions

**Topic B:** Use Dynamic Arrays and Dynamic Array Functions

**Topic C:** Trace Cells

**Topic D:** Watch and Evaluate Formulas

## Lesson 5: Forecasting Data

**Topic A:** Determine Potential Outcomes Using Data Tables

**Topic B:** Determine Potential Outcomes Using Scenarios

**Topic C:** Use the Goal Seek Feature

**Topic D:** Forecast Data Trends

## Lesson 6: Creating Sparklines and Mapping Data

**Topic A:** Create Sparklines

**Topic B:** Map Data

Appendix A: Mapping Course Content to Excel Associate (Office 365 and Office 2021): Exam MO-200

Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2021): Exam MO-201

Appendix C: Microsoft® Excel® 2021 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

Appendix J: Using Array Formulas