

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

### Course Specifications

Course Number:

091138

Course Length:

1 day

### Course Description

Overview:

Clearly, you use Microsoft® Excel® a lot in your role. Otherwise, you wouldn't be taking this course. By now, you're already familiar with Excel, 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 on the foundational and intermediate knowledge presented in the *Microsoft® Excel® for 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.

**Note:** Most Microsoft 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 Microsoft 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 may be a useful component in your preparation for the **Microsoft Excel (Microsoft 365 Apps and Office 2019): Exam MO-200** and **Microsoft Excel Expert (Microsoft 365 Apps and Office 2019): Exam MO-201** certification exams.

### 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 and formula auditing.
- Forecast data.
- Create sparklines and map data.

### Target Student:

This course is intended for students who are experienced Excel users and have a desire or need to increase 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 by 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

## 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 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse or a compatible pointing device.
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).
- (Instructor computer only) A display system to project the instructor's computer screen.

### Software:

- Microsoft® Windows® 10 Professional or Enterprise
- Microsoft® 365™ license that includes the Microsoft Office desktop apps

NOTE: This course requires that you have the desktop apps, so make sure that you have a license that provides you with access to the desktop apps. For example, the Microsoft 365 Business Basic subscription does *not* include the desktop apps.

- If necessary, software for viewing the course slides. (Instructor machine only.)

## 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 and Formula Auditing

**Topic A:** Use Lookup Functions

**Topic B:** Trace Cells

**Topic C:** 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 Microsoft Excel (Microsoft 365 Apps and Office 2019): Exam MO-200

Appendix B: Mapping Course Content to Microsoft Excel Expert (Microsoft 365 Apps 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: Customizing Workbooks