800.674.3550
Info@AppliedTechAc.com
AppliedTechnologyAcademy.com

Microsoft Excel for Office 365 – Part 3 Training

Microsoft Authorized Training · Applied Technology Academy

This course builds upon 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.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Intermediate	**1 Day**	**2 years: Microsoft**	**$49,500**	**Yes**

Course 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.

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.

Course Outline

- **Lesson 1: Working with Multiple Worksheets and Workbooks**
  - Use Links and External References
  - Use 3-D References

  - Consolidate Data
- **Lesson 2: Sharing and Protecting Workbooks**
  - Collaborate on a Workbook
  - Protect Worksheets and Workbooks
- **Lesson 3: Automating Workbook Functionality**
  - Apply Data Validation
  - Search for Invalid Data and Formulas with Errors
  - Work with Macros
- **Lesson 4: Using Lookup Functions and Formula Auditing**
  - Use Lookup Functions
  - Trace Cells
  - Watch and Evaluate Formulas
- **Lesson 5: Forecasting Data**
  - Determine Potential Outcomes Using Data Tables
  - Determine Potential Outcomes Using Scenarios
  - Use the Goal Seek Feature
  - Forecast Data Trends
- **Lesson 6: Creating Sparklines and Mapping Data**
  - Create Sparklines
  - Map Data

Intended Audience

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.

Prerequisites

To meet these prerequisites, students 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

Follow-On Courses

Power BI Data Analyst (PL-300)

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.