



# Microsoft® Office Excel® 2019: Part 3

Duration: 1 Day

Method: Instructor-Led Training (ILT)

## Course Description

This course builds upon the foundational and intermediate knowledge presented in the previous two level courses to help attendees get the most of their 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.

## Target Audience

This course is intended for:

- Experienced Excel 2019 users who have a desire or need to advance their skills in working with some of the more advanced Excel features.

## Prerequisites

To attend this course, participants should have:

- Experience working with Microsoft Excel, as well as an understanding of spreadsheet concepts and be comfortable creating and analysing basic PivotTables. Participants can obtain this level of skills and knowledge by taking the following courses:
  - *Microsoft Office Excel 2019: Part 1*
  - *Microsoft Office Excel 2019: Part 2*

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Perform advanced data analysis
- Collaborate on workbooks with other users
- Automate workbook functionality.
- 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.



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## Course Topics

### 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: Microsoft® Excel® 2019 Common Keyboard Shortcuts

### Appendix B: Cube Functions

### Appendix C: Importing and Exporting Data

### Appendix D: Internationalizing Workbooks

### Appendix E: Working with Power Pivot

### Appendix F: Advanced Customization Options

### Appendix G: Working with Forms and Controls

## ACTIVITIES INCLUDED

