

2 – DAY MICROSOFT EXCEL (ADVANCED LEVEL)



Introduction

At this level of use and collaboration, you have also likely encountered your fair share of issues and challenges. You are 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 Microsoft® Office Excel 2019 to do more for you so you can focus on what's important: staying ahead of the competition. That is exactly what this course aims to help you do.

Course Objectives

By the end of this course, you will be able to:

- Perform advanced data analysis, collaborate on workbooks with other users and automate workbook functionality
- Work with multiple worksheets and workbooks
- Share and protect workbooks
- Automate workbook functionality
- Use Logical and Lookup functions
- Create sparklines and map data

Methodology

Pre-Requisite

To meet the pre-requisite, students can take the following Logical Operations courses, or should possess the equivalent skill level:

- Microsoft® Office Excel (Beginner Level)
- Microsoft® Office Excel (Intermediate Level)
- Training is hands-on using easy-to-follow step-by-step instructions
- Instructor-Led Training (ILT) on live exercises of each topic

Who Should Attend?

This course is intended for students who are experienced Microsoft® Office Excel 2019 users and have a desire or need to advance their skills in working with some of the more advanced Microsoft® Office Excel 2019 features.

Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex functions and use those functions to perform rigorous analysis of extensive, complex datasets.



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Course Outline

MODULE 1: WORKING WITH MULTIPLE WORKSHEETS & WORKBOOKS

- Use Links and External References
- Use 3-D References
- Consolidate Data

MODULE 2: SHARING & PROTECTING WORKBOOKS

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

MODULE 3: AUTOMATING WORKBOOK FUNCTIONALITY

- Apply Data Validation
- Search for Invalid Data and Formulas with Errors
- Work with Macros

MODULE 4: USING LOOKUP FUNCTIONS & FORMULA AUDITING

- Use Lookup Functions
- Trace Cells
- Watch and Evaluate Formulas

MODULE 5: FORECASTING DATA

- Determine Potential Outcomes Using Data Tables
- Determine Potential Outcomes Using Scenarios
- Use the Goal Seek Feature
- Forecast Data Trends

MODULE 6: CREATING SPARKLINES & MAPPING DATA

- Create Sparklines
- Map Data

