Excel 2019 - Part 3

Overview

This course builds upon the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2019: Part 1 and Microsoft® Office Excel® 2019: 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.

Prerequisite Comments

To ensure success, students should have practical, real-world experience creating and analyzing datasets using Excel 2019. 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 courses, or should possess the equivalent skill level:
Microsoft® Office Excel® 2019: Part 1
Microsoft® Office Excel® 2019: Part 2

Target Audience

This course is intended for students who are experienced Excel 2019 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.

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.

Course Outline

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1 - Working with Multiple Worksheets and Workbooks

Topic A: Use Links and External References
Topic B: Use 3-D References
Topic C: Consolidate Data

2 - Sharing and Protecting Workbooks

Topic A: Collaborate on a Workbook
Topic B: Protect Worksheets and Workbooks

3 - Automating Workbook Functionality

Topic A: Apply Data Validation
Topic B: Search for Invalid Data and Formulas with Errors
Topic C: Work with Macros

4 - Using Lookup Functions and Formula Auditing

Topic A: Use Lookup Functions
Topic B: Trace Cells
Topic C: Watch and Evaluate Formulas

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

6 - Creating Sparklines and Mapping Data

Topic A: Create Sparklines
Topic B: Map Data

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