

## Microsoft Office Excel 2019: Part 3

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### Course Summary

#### Description

This course builds off of 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.

#### Objective

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.

- Work with multiple worksheets and workbooks.
- Share and protect workbooks.
- Automate workbook functionality.
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- Use Lookup functions and formula auditing
- Forecast data.
- Create sparklines and map data

#### 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

#### Topics

- Working with Multiple Worksheets and Workbooks
- Sharing and Protecting Workbooks
- Automating Workbook Functionality
- Using Lookup Functions and Formula Auditing
- Forecasting Data
- Creating Sparklines and Mapping Data

#### Prerequisite

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.

#### Duration

One Day

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### Course Outline

- I. *Working with Multiple Worksheets and Workbooks*
  - A. Use Links and External References
  - B. Use 3-D References
  - C. Consolidate Data
- II. *Sharing and Protecting Workbooks*
  - A. Collaborate on a Workbook
  - B. Protect Worksheets and Workbooks
- III. *Automating Workbook Functionality*
  - A. Apply Data Validation
  - B. Search for Invalid Data and Formulas with Errors
  - C. Work with Macros
- IV. *Using Lookup Functions and Formula Auditing*
  - A. Use Lookup Functions
  - B. Trace Cells
  - C. Watch and Evaluate Formulas
- V. *Forecasting Data*
  - A. Determine Potential Outcomes Using Data Tables
  - B. Determine Potential Outcomes Using Scenarios
  - C. Use the Goal Seek Feature
  - D. Forecast Data Trends
- VI. *Creating Sparklines and Mapping Data*
  - A. Create Sparklines
  - 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