

Course Description

This course is designed for students who are experienced Excel users and want to advance their skills in working with some of the more advanced Excel features.

Learning Objectives

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

Working with Multiple Worksheets and workbooks

- Use Links and External References
 - Linked Cells
 - Linked Cell Syntax
 - The Edit Links Dialog Box
 - External References in Formulas and Functions
- Use 3-D References
 - Grouped Worksheets
 - 3-D References
 - 3-D References in Summary Functions
- Consolidate Data
 - Data Consolidation
 - The Consolidate Dialog Box

Sharing and Protecting Workbooks

- Collaborate on a Workbook
 - Comments
 - Shared Workbooks
 - Change Tracking
 - The Highlight Changes Dialog Box
 - The Accept or Reject Changes Dialog Boxes
 - The Compare and Merge Workbooks Command
 - The Share Options
 - Microsoft Accounts and OneDrive
 - Excel Online
 - The PDF and XPS File Formats
 - Accessibility
 - The Accessibility Checker
- Protect Worksheets and Workbooks
 - Worksheet and Workbook Element Protection
 - The Protect Sheet Command
 - The Protect Workbook Command
 - The Protect Workbook Options
 - Metadata
 - The Document Inspector

Using Lookup Functions and Formula Auditing

- Use Lookup Functions
 - Lookup Functions
 - The VLOOKUP Function
 - The HLOOKUP Function
 - The MATCH Function
 - The INDEX Function
 - The TRANSPOSE Function
- Trace Cells
 - Precedent and Dependent Cells
 - The Trace Precedents and Trace Dependents Commands
 - Trace Arrows
 - The Go To Dialog Box and Trace Arrows
- Watch and Evaluate Formulas
 - The Watch Window
 - Formula Evaluation
 - The Evaluate Formula Dialog Box

Forecasting Data

- Determine Potential Outcomes Using Data Tables
 - What-If Analysis
 - Data Tables
 - One-Variable Data Tables
 - Two-Variable Data Tables
 - The Data Table Dialog Box
- Determine Potential Outcomes Using Scenarios
 - Scenarios
 - The Scenario Manager Dialog Box
 - The Add Scenario Dialog Box
 - The Scenario Values Dialog Box
 - The Scenario Command
- Using the Goal Seek Feature
 - The Goal Seek Dialog Box
 - Iterative Calculations
- Forecasting Data Trends
 - The Forecast Sheet

Automatic Workbook Functionality

- Apply Data Validation
 - Data validation
 - The Data Validation Dialog Box
 - Data Validation Criteria
 - Input Messages
 - Error Alerts
- Search for Invalid Data and Formulas with Errors
 - Invalid Data
 - The Circle Invalid Data Command
 - The Error Checking Command
 - Error Types
- Work with Macros
 - Macros
 - Macro Security Settings
 - Microsoft Visual Basic for Applications
 - The Record Macro Dialog Box
 - The Use Relative References Command
 - The Macro Dialog Box
 - Macro Names
 - The Personal Workbook
 - Copying Macros
 - Editing a Macro

Creating Sparklines and Mapping Data

- Create Sparklines
 - Sparklines
 - Sparkline Types
 - The Create Sparklines Dialog Box
 - The Sparkline Tools Contextual Tab
- Map Data
 - The 3D Map Feature
 - Data Structuring
 - 3D Map Elements
 - Tours