Microsoft® Office Excel® 2021: Part 3

Overview:

Clearly, you use Excel a lot in your role. Otherwise, you wouldn't be taking this course. By now, you're already familiar with Microsoft® Office Excel® 2021, its functions and formulas, a lot of its features and functionality, and its powerful data analysis tools. You are likely called upon to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes. At this level of use and collaboration, you have also likely encountered your fair share of issues and challenges. You're 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 Excel to do more for you so you can focus on what's really important: staying ahead of the competition. That's exactly what this course aims to help you do.

This course builds upon the foundational and intermediate knowledge presented in the *Microsoft® Office Excel® 2021: Part 1* and *Microsoft® Office Excel® 2021: 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 and dynamic arrays 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.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2021): Exam MO-200 and Excel Expert (Office 365 and Office 2021): Exam MO-201 certifications.

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, dynamic arrays, and formula auditing.
- Forecast data.
- Create sparklines and map data.

Course Content

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, Dynamic Arrays, and Formula Auditing

Topic A: Use Lookup Functions

Topic B: Use Dynamic Arrays and Dynamic Array Functions

Topic C: Trace Cells

Topic D: 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: Mapping Course Content to Excel Associate (Office 365 and Office 2021): Exam MO-200

Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2021): Exam MO-201

Appendix C: Microsoft® Excel® 2021 Common Keyboard Shortcuts

Appendix D: Cube Functions

Appendix E: Importing and Exporting Data

Appendix F: Internationalizing Workbooks

Appendix G: Working with Power Pivot

Appendix H: Advanced Customization Options

Appendix I: Working with Forms and Controls

Appendix J: Using Array Formulas