Excel 2016 Part 3 Course Outline

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

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: Using Lookup Functions and Formula Auditing
- Topic A: Use Lookup Functions
- Topic B: Trace Cells
- Topic C: Watch and Evaluate Formulas

Lesson 3: Sharing and Protecting Workbooks
- Topic A: Collaborate on a Workbook
- Topic B: Protect Worksheets and Workbooks

Lesson 4: Automating Workbook Functionality
- Topic A: Apply Data Validation
- Topic B: Search for Invalid Data and Formulas with Errors
- Topic C: Work with Macros

Lesson 5: Creating Sparklines and Mapping Data
- Topic A: Create Sparklines
- Topic B: Map Data

Lesson 6: 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: Forecasting Data Trends