Document Generated: 11/17/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Advanced

Course Duration: 1 Day

Microsoft® Excel® for Office 365 : Part 3



About This Course:

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 on the foundational and intermediate knowledge presented in the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 and Microsoft® Excel® for Office 365™ (Desktop or Online): 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.

Course Objectives:

- 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.

Audience:

- Professionals working in data analysis, finance, project management, or operations.
- Administrative staff responsible for creating and managing reports.
- Students and researchers handling large data sets.
- Anyone with intermediate Excel knowledge looking to advance to the next level.

Prerequisites:

- To ensure success, students should have practical, real-world experience creating and analyzing datasets by using Excel. 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

Course Outline:

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 and Formula Auditing

Topic A:Use Lookup Functions

Topic B:Trace Cells

Topic C: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