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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Advanced

Course Duration: 1 Day

Next Course Date: **January 19, 2026**

## Microsoft Office Excel 2019: Part 3



### About This Course:

This course is designed for individuals who want to deepen their Microsoft Excel skills for enhanced data analysis, reporting, and automation. Through hands-on learning, participants will explore powerful Excel features such as managing

multiple worksheets and workbooks, protecting and sharing data, using advanced functions like LOOKUP and auditing tools, forecasting trends, and visualizing data through sparklines and maps. Whether you're working with complex data sets or creating professional reports, this course will help you become more efficient and confident in Excel.

## **Course Objectives:**

- 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

## **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:**

- Participants should have basic to intermediate Excel skills, including familiarity with functions, formulas, and general spreadsheet navigation.

## **Course Outline:**

- 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.