



## Microsoft Excel 2016: Advanced

**Overview:** 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 2016 at your fingertips. Upon completion of this course, students will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality. Students will also learn how to work with multiple worksheets and workbooks, use Lookup functions and perform formula auditing. Finally, students will learn how to create sparklines and map data.

**Prerequisites:** Prior to taking this course, students should have completed CMC's *Microsoft Office Excel 2016: Introduction* and *Microsoft Office Excel 2016: Intermediate* courses or possess equivalent knowledge.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Working with Multiple Worksheets and Workbooks**

Use Links and External References  
Use 3-D References  
Consolidate Data

#### **Lesson 2: Using Lookup Functions and Formula Auditing**

Use Lookup Functions  
Trace Cells  
Watch and Evaluate Formulas

#### **Lesson 3: Sharing and Protecting Workbooks**

Collaborate on a Workbook  
Protect Worksheets and Workbooks

#### **Lesson 4: Automating Workbook Functionality**

Apply Data Validation  
Search for Invalid Data and Formulas with Errors  
Work with Macros

#### **Lesson 5: Creating Sparklines and Mapping Data**

Create Sparklines  
Map Data

#### **Lesson 6: Forecasting Data**

Determine Potential Outcomes Using Data Tables  
Determine Potential Outcomes Using Scenarios  
Use the Goal Seek Feature  
Forecasting Data Trends