



Microsoft Excel 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 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 Beginning* and *Microsoft Office Excel 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