

Microsoft Excel for Office 365 (Desktop or Online): Part 3

Price: 295

Duration: 1 days

Delivery Methods: Virtual

Overview

This course builds on the foundational and intermediate knowledge presented in the Microsoft® Excel® for Office 365,,ç (Desktop or Online): Part 1 and Microsoft® Excel® for Office 365,,ç (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.

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

Course Schedule

Date	Time	Price	Options
06/03/2026	08:00 AM - 04:00 PM CT	295.00	Buy Now Enroll
05/06/2026	08:00 AM - 04:00 PM CT	295.00	Buy Now Enroll
05/19/2026	08:00 AM - 04:00 PM CT	295.00	Buy Now Enroll

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FAQ

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How do I enroll for this class?

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What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.