

# 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™ (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.

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  |
|------------|------------------------|--------|--|
| 08/05/2026 | 08:00 AM - 04:00 PM CT | 295.00 | <a href="#">Buy Now</a> <a href="#">Enroll</a> |
| 08/18/2026 | 08:00 AM - 04:00 PM CT | 295.00 | <a href="#">Buy Now</a> <a href="#">Enroll</a> |
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## **FAQ**

### **What if I have to reschedule my class due to conflict?**

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to [info@toptalentlearning.com](mailto:info@toptalentlearning.com) to avoid rescheduling penalties.

### **How do I enroll for this class?**

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

### **What happens once I purchase a class?**

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

### **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.