



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Excel® 2016: Part 3

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist (MOS) Excel (Expert)
2016 — **Exam:** 77-727 OR **Expert Exam:** 77-728

Course Description

This course builds off of the foundation and intermediate knowledge presented in the Microsoft Office Excel 2016: Part 1 and Part 2 courses to help you get the most out 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.

Target Audience

This course is intended for:

- Experienced Excel 2016 users and have a desire or need to advance their skills in working with some of the more advanced Excel features.

Prerequisites

To attend this course, candidates must have:

- Practical, real-world experience creating and analysing datasets using Excel 2016. To meet these prerequisites, they can take the following courses, or possess the equivalent knowledge and skills:
 - Microsoft Office Excel 2016: Part 1
 - Microsoft Office Excel 2016: Part 2



Exam Details

Exam Code:	• 77-727 & 77-728
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Work with multiple worksheets and workbooks.
- Use Lookup functions and formula auditing.
- Share and protect workbooks.
- Automate workbook functionality.
- Create sparklines and map data.
- Forecast data.

Course Topics

Module 1: Working with Multiple Worksheets and Workbooks

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

Module 2: Using Lookup Functions and Formula Auditing

- Use Lookup Functions
- Trace Cells
- Watch and Evaluate Formulas

Module 3: Sharing and Protecting Workbooks

- Collaborate on a Workbook
- Protect Worksheets and Workbooks



Course Topics *Continued*

Module 4: Automating Workbook Functionality

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

Module 5: Creating Sparklines and Mapping Data

- Create Sparklines
- Map Data

Module 6: Forecasting Data

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

Appendix D: Cube Functions

Appendix E: Importing and Export Data

Appendix F: Internationalizing Workbooks

Appendix G: Working with Power Pivot

Appendix H: Advanced Customization Options

Appendix I: Working with Forms and Controls

ACTIVITIES INCLUDED