



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

# Microsoft® Office Excel® 2021: Part 3

**Duration: 1 Day**

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

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**Certification:** Microsoft Office Specialist (MOS): Excel Associate and or Expert (Office 365 and Office 2021) — **Exams:** MO-200 and or MO-201

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## Course Description

This course builds upon the foundational and intermediate knowledge presented in the *Microsoft® Office Excel® 2021: Part 1* and *Microsoft® Office Excel® 2021: Part 2* courses to help participants maximise their Excel experience. This course aims to teach participants how to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic and dynamic arrays to construct and apply elaborate formulas and functions. This knowledge will put the full power of Excel right at their fingertips. At the end of this course, participants will know how to use Excel to do more for them so that they can focus on getting the answers needed from the vast amounts of data their organization generates.

## Target Audience

This course is intended for:

- Experienced Excel 2021 users who 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 completed the following course or have the equivalent knowledge and experience:

- *Microsoft® Office Excel® 2021: Part 1*
- *Microsoft® Office Excel® 2021: Part 2*

## Course Objectives

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

- Work with multiple worksheets and workbooks.
- Share and protect workbooks.
- Automate workbook functionality.
- Use Lookup functions, dynamic arrays, and formula auditing.



**Microsoft** Partner

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- 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: Sharing and Protecting Workbooks

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

### Module 3: Automating Workbook Functionality

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

### Module 4: Using Lookup Functions, Dynamic Arrays, and Formula Auditing

- Use Lookup Functions
- Use Dynamic Arrays and Dynamic Array Functions
- Trace Cells
- Watch and Evaluate Formulas

### Module 5: Forecasting Data

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

- Create sparklines and map data.

### Module 6: Creating Sparklines and Mapping Data

- Create Sparklines
- Map Data

### Appendix D: Cube Functions

### Appendix E: Importing and Exporting Data

### Appendix F: Internationalizing Workbooks

### Appendix G: Working with Power Pivot

### Appendix H: Advanced Customization Options

### Appendix I: Working with Forms and Controls

### Appendix J: Using Array Formulas

## ACTIVITIES INCLUDED



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