

Microsoft Excel 2016 Level 3



MS Excel Course Outline:

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: Using Lookup Functions and Formula Auditing

- Topic A: Use Lookup Functions
- Topic B: Trace Cells
- Topic C: Watch and Evaluate Formulas

Lesson 3: Sharing and Protecting Workbooks

- Topic A: Collaborate on a Workbook
- Topic B: Protect Worksheets and Workbooks

Lesson 4: Automating Workbook Functionality

- Topic A: Apply Data Validation
- Topic B: Search for Invalid Data and Formulas with Errors
- Topic C: Work with Macros

Lesson 5: Creating Sparklines and Mapping Data

- Topic A: Create Sparklines
- Topic B: Map Data



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Lesson 6: 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: Forecasting Data Trends