

Course Outline

Microsoft Excel O365 - Level 3 Course EXC O365 L3: 1-day Virtual Instructor Led

Course Content

Module 1: Enhancing Workbooks

- **Customize Workbooks**
 - Comments
 - Hyperlinks
 - Watermarks
 - Background Pictures
- **Manage Themes**
 - About Themes
 - Customizing Themes
- **Create and Use Templates**
 - Templates
 - Template Types
 - Creating a Template
 - Modifying a Template
- **Protect Files**
 - Recovering Lost Data
 - The Changes Group
 - Worksheet and Workbook Protection
 - The Protect Worksheet Option
 - The Protect Workbook Option
- **Preparing a Workbook for Multiple Audiences**
 - Displaying Data in Multiple International Formats
 - Utilize International Symbols
 - Modifying Worksheets Using the Accessibility Checker
 - Managing Fonts

Module 2: Auditing Worksheets

- **Trace Cells**
 - The Trace Cells Feature

- Tracer Arrows
- **Troubleshoot Invalid Data and Formula Errors**
 - Invalid Data
 - The Error Checking Command
 - Error Types
- **Watch and Evaluate Formulas**
 - The Watch Window
 - Formula Evaluation
- **Create a Data List Outline**
 - Outlines
 - The Outline Group
 - VLOOKUP Review

Module 3: Working with Multiple Worksheets and Workbooks

- **Consolidate Data**
 - Data Consolidation
 - The Consolidate Dialog Box
 - Consolidation Functions
- **Link Cells in Different Workbooks**
 - External References
- **Merge Workbooks**
 - The Compare and Merge Workbooks Feature

Module 4: Exporting Excel Data

- **Export Excel Data**
 - The Export Process
- **Import a Delimited Text File**
 - The Import Process
 - The Get External Data Group
 - Delimited Text Files
 - Methods of Importing Text Files
- **Integrate Excel Data with the Web**
 - The File Publishing Process

- Publish as Web Page Dialog Box
- **Create a Web Query**
 - Web Queries
 - The New Web Query Dialog Box

Module 5: Analyzing Data with PivotTables, Slicers, and PivotCharts

- **Create a PivotTable**
 - PivotTables
 - Start with Questions, End with Structure
 - The Create PivotTable Dialog Box
 - The PivotTable Fields Pane
 - Summarize Data in a PivotTable
 - The “Show Values As” Functionality of a PivotTable
 - External Data
 - PowerPivot
 - PowerPivot Functions
- **Filter Data by Using Slicers**
 - Slicers
 - The Insert Slicers Dialog Box
- **Analyze Data with PivotCharts**
 - PivotCharts
 - Creating PivotCharts
 - Applying a Style to a PivotChart

Module 6: Automating Worksheet Functionality

- **Update Workbook Properties**
 - Workbook Properties
- **Create and Edit a Macro**
 - Macros
 - The Record Macro Dialog Box
 - Naming Macros
 - Visual Basic for Applications
 - Copying Macros Between Workbooks

Course Outline

- Macro Security Settings
- **Apply Conditional Formatting**
 - Conditional Formatting
 - Conditional Formats
 - The Conditional Formatting Rules Manager Dialog Box
 - The New Formatting Rule Dialog Box
 - Clear Rules
- **Add Data Validation Criteria**
 - Data Validation
 - The Data Validation Dialog Box