

# MICROSOFT EXCEL 365: PART 3

Course Code: 821474

By the end of this course, users should be comfortable in both the online and desktop environments, using automating functions, analyzing and presenting data, auditing and error checking your work, working in multiple workbooks, and accessing and distributing data.

Welcome to the third part of our Microsoft 365 Excel courseware. Excel is Microsoft's powerful and easy-to-use spreadsheet program. This new version of Excel incorporates some new features and connectivity to make collaboration and production as easy as possible.

**Most of the features Microsoft incorporated in [Office 2019](#) already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.**

## What You'll Learn

This course is intended to help all users get up to speed quickly on the advanced features of Excel. We will cover:

- Using Excel Online
- Worksheet Automation
- Auditing and Error Checking
- Data Analysis and Presentation
- Working with Multiple Workbooks
- Exporting and Sorting Data

## Who Needs to Attend

Excel Users who are seeking to learn the advanced features of Excel 365.

## Prerequisites

This course assumes the user has completed, or has an understanding of the materials covered, in the first and second parts of the Microsoft Office Excel 365 courseware, including:

- Excel basics
- Working with data
- Modifying worksheets
- Printing workbook contents
- Managing large workbooks
- Customizing the Excel environment
- Creating advanced formulas

- Analyzing data with logical and lookup functions
- Organizing worksheets data with tables
- Visualizing data with charts
- Analyzing data with PivotTables, slicers, and PivotCharts
- Working with graphical objects
- Enhancing workbooks

# MICROSOFT EXCEL 365: PART 3

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Excel Online**

- Topic A: Accessing and Using Excel Online
- Topic B: Features that Differ Between Excel Online and the Excel Desktop Application

### **Lesson 2: Worksheet Automation**

- Topic A: Managing Workbook Properties
- Topic B: Working with Macros
- Topic C: Create and Use a Template
- Topic D: Use Data Validation in a Workbook

### **Lesson 3: Auditing and Error Checking**

- Topic A: Tracing Cells
- Topic B: Error Checking
- Topic C: Evaluating Formulas and Using the Watch Window
- Topic D: Data List Outlines

### **Lesson 4: Data Analysis and Presentation**

- Topic A: Quick Analysis Tool
- Topic B: Adding Sparklines
- Topic C: What-If Analysis
- Topic D: The Analysis ToolPak

### **Lesson 5: Working with Multiple Workbooks**

- Topic A: Arrange Workbooks
- Topic B: Linking to Data in Multiple Workbooks
- Topic C: Consolidating Data

### **Lesson 6: Exporting and Sourcing Data**

- Topic A: Exporting Data
- Topic B: Using Data Sources
- Topic C: Use a Microsoft Form for Data Collection

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VIRTUAL CLASSROOM LIVE

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## Virtual Classroom Live Outline

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- Topic A: Managing Workbook Properties
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- Topic B: Error Checking
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Mar 4 - 4, 2026 | 9:00 AM - 5:00 PM EST

Apr 15 - 15, 2026 | 9:00 AM - 5:00 PM EDT

May 13 - 13, 2026 | 9:00 AM - 5:00 PM EDT

Jun 17 - 17, 2026 | 9:00 AM - 5:00 PM EDT

Jul 8 - 8, 2026 | 9:00 AM - 5:00 PM EDT

Aug 26 - 26, 2026 | 9:00 AM - 5:00 PM EDT

Sep 23 - 23, 2026 | 9:00 AM - 5:00 PM EDT

Oct 7 - 7, 2026 | 9:00 AM - 5:00 PM EDT

Nov 25 - 25, 2026 | 9:00 AM - 5:00 PM EST



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PRIVATE GROUP TRAINING

1 Day

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