



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

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Microsoft® Office Excel® 2016: Part 3

Course Number: 091057

Course Length: 1 day

Course Content

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

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