



## Advance Excel: Course Outline

1. Working with Multiple Worksheet and Workbooks
  - a. Use links and external references
  - b. Use 3-D References
  - c. Consolidate Data
  
2. Using Lookup Functions and Formula Auditing
  - a. Use Lookup Functions
  - b. Trace Cells
  - c. Watch and Evaluate Formulas
  
3. Sharing and Protecting Workbooks
  - a. Collaborate on a Workbook
  - b. Protect Worksheets and Workbooks
  
4. Automating Workbook Functionality
  - a. Apply Data Validation
  - b. Search for Invalid Data and Formulas with Errors
  - c. Work with Macros
  
5. Creating Sparklines and Mapping Data
  - a. Create Sparklines
  - b. Map Data
  
6. Forecasting Data
  - a. Determine Potential Outcomes Using Data Tables
  - b. Determine Potential Outcomes Using Scenarios
  - c. Use the Goal Seek Feature
  - d. Forecasting Data Trends