

## **Microsoft Excel 2021: Advanced**

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: Sharing and Protecting Workbooks

Topic A: Collaborate on a Workbook

Topic B: Protect Worksheets and Workbooks

Lesson 3: Automating Workbook Functionality

Topic A: Apply Data Validation

Topic B: Search for Invalid Data and Formulas with Errors

Topic C: Work with Macros

Lesson 4: Using Lookup Functions, Dynamic Arrays, and Formula Auditing

Topic A: Use Lookup Functions

Topic B: Use Dynamic Arrays and Dynamic Array Functions

Topic C: Trace Cells

Topic D: Watch and Evaluate Formulas

Lesson 5: 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: Forecast Data Trends

Lesson 6: Creating Sparklines and Mapping Data

Topic A: Create Sparklines

Topic B: Map Data