



Working with Multiple Worksheets and Workbooks in Excel 2016

Course ID #: 7000-517-ZZ-Z

Hours: 2

Course Content

Course Description:

Using multiple worksheets and workbooks to track, retrieve, consolidate, and report on data can all be done in Microsoft® Excel® 2016. Whether you are using formulas, 3-D formulas and functions, links to external data (meaning other worksheets or workbooks), or consolidating data from identical worksheets, this course will show you how Excel's tools can help you do the job.

Target Student:

This course is intended for students who are experienced Excel 2016 users and have a desire or need to advance their skills in working with some of the more advanced Excel features.

Topics:

Lesson 1: Working with Multiple Worksheets and Workbooks

Topic A: Use Links and External References

- Linked Cells
- Linked Cell Syntax
- The Edit Links Dialog Box
- External References in Formulas and Functions
- How to Use Linked Cells
- Creating Links

Topic B: Use 3-D References

- Grouped Worksheets
- 3-D References
- 3-D References in Summary Functions
- How to Use 3-D References
- Using 3-D References

Topic C: Consolidate Data

- Data Consolidation
- The Consolidate Dialog Box
- How to Consolidate Data
- Consolidating Data