



### Advanced Working with Spreadsheet (Skills Enhancement) - Stage II -

---

**Duration: 3 Hours**

**Course Objective:**

The course is suitable for users with elementary to intermediate knowledge on using Excel. After the course, candidates could enhance their Excel skills on validating data, consolidating data, protecting data and sharing data with others.

**Training Contents:**

**1. Shortcut Keys**

- Move Around the Worksheets
- Quick Data Selection
- Instant Cell Formatting and Editing
- Faster Access to Worksheets

**2. Setup Popup Alerts for Invalid Data**

- Validate Amount Range
- Validate Text Length
- Create Dropdown List
- Specify How to Respond When Invalid Data is Entered

**3. Consolidate Data from Multiple Worksheets in a Single Worksheet**

- Consolidate Data by Position
- Consolidate Data by Category
- Use a Formula to Consolidate Data

**4. Track Changes in a Shared Workbook**

- Overview of Change Tracking
- Turn on Change Tracking for a Workbook
- Highlight Changes as you Work
- View Track Changes
- Accept and Reject Changes
- View the History Worksheet
- Changes that Excel does not Track or Highlight
- Turn off Change Tracking for a Workbook

**5. Using a Shared Workbook to Collaborate**

- Sharing a Workbook
- Merge Changes
- Resolve Conflicting Changes in a Shared Workbook
- Edit a Shared Workbook
- Remove a User from a Shared Workbook
- Stop Sharing a Workbook
- Features a Shared Workbook doesn't Support

**6. Protecting Workbooks and Worksheets**

- Protect a Worksheet with or without a Password
- Lock Cells to Protect them
- Unlock Protected Cells
- Hide and Protect Formula
- Protect a Workbook
- Remove a Password from a Worksheet or Workbook
- Change the Password for my Workbook or Worksheet