



Manta Projects

Microsoft Excel IV: Advanced Features (1 day)

LINKING DATA

Linking Worksheets within a Workbook

Linking Workbooks

- Using Links in a Formula or Function
- Editing or Breaking Links
- Setting the Startup Prompt

Tips for Planning Linked Workbooks

NAMED RANGES

Define a Name

Use a Name in a Formula

Edit a Name

Delete a Name

DATA VALIDATION

Setting up Data Validation

Check for Incorrect Entries

Find all Cells with Data Validation

Remove Data Validation

WHAT IF ANALYSIS

Scenario Manager

Goal Seek

Data Table

FORECAST SHEET

Create a Forecast Projection

Attendee Requirements:

Excel to Intermediate Level