

091138 Microsoft® Excel® for Office 365™ (Desktop or Online): Part 3 Revision 1.1 to 1.2

Released August 2022

Section/Lesson/Topic Section	Name	Details of Change
Global		<ul style="list-style-type: none"> • Updated app and suite name. • Rekeyed and updated all activities and screen shots. • Converted slide decks to widescreen format.
Frontmatter	Course-Specific Technical Requirements	<ul style="list-style-type: none"> • Updated.
	Setting Up the Course	<ul style="list-style-type: none"> • Updated.
1A	How to Use Linked Cells	<ul style="list-style-type: none"> • Added new procedure on How to Paste a Link. • Updated How to Link a Cell to a Cell in a Different Workbook.
	Activity: Creating Links	<ul style="list-style-type: none"> • Updated steps.
1B	Grouped Worksheets (NEW)	<ul style="list-style-type: none"> • Moved to follow other KBs on 3-D References. • Updated content.
	Activity: Using 3-D References	<ul style="list-style-type: none"> • Updated.
1C	Activity: Consolidating Data	<ul style="list-style-type: none"> • Updated.
Lesson 1 Lab	Working with Multiple Worksheets and Workbooks	<ul style="list-style-type: none"> • Updated.
2A	Shared Workbooks	<ul style="list-style-type: none"> • Removed.
	The Compare and Merge Workbooks Command	<ul style="list-style-type: none"> • Removed.
	Change Tracking	<ul style="list-style-type: none"> • Removed.
	The Highlight Changes Dialog Box	<ul style="list-style-type: none"> • Removed.
	The Accept or Reject Changes Dialog Boxes	<ul style="list-style-type: none"> • Removed.
	How to Work with a Shared Workbook	<ul style="list-style-type: none"> • Removed.
	Working with a Shared Workbook (Optional)	<ul style="list-style-type: none"> • Removed.
	The Accessibility Ribbon (NEW)	<ul style="list-style-type: none"> • Added new KB, including accompanying figure/slide.
	Activity: Collaborating on a Workbook	<ul style="list-style-type: none"> • Updated.
	The Send Link Options	<ul style="list-style-type: none"> • Updated, including tables.
	How to Co-author a Workbook	<ul style="list-style-type: none"> • Updated and some procedures removed

	Activity: Co-authoring a Workbook (Optional)	<ul style="list-style-type: none"> • Updated.
2B	Application Guard for Office (NEW)	<ul style="list-style-type: none"> • Added new KB and accompanying slide.
	Activity: Protecting Worksheets and Workbooks	<ul style="list-style-type: none"> • Updated.
3A	Activity: Applying Data Validation	<ul style="list-style-type: none"> • Updated.
3B	The Error Checking Command	<ul style="list-style-type: none"> • Updated table.
	Activity: Searching for Invalid Data and Formulas with Errors	<ul style="list-style-type: none"> • Updated.
3C	Macro Security Settings	<ul style="list-style-type: none"> • Updated table.
	Copying Macros	<ul style="list-style-type: none"> • Added slide.
	Activity: Creating a Macro	<ul style="list-style-type: none"> • Updated.
	Activity: Editing a Macro	<ul style="list-style-type: none"> • Updated.
4A	The XLOOKUP Function (NEW)	<ul style="list-style-type: none"> • Added new KB.
	The LOOKUP Function	<ul style="list-style-type: none"> • Deleted KB.
	The VLOOKUP Function	<ul style="list-style-type: none"> • Updated.
	The HLOOKUP Function	<ul style="list-style-type: none"> • Updated.
	The MATCH Function	<ul style="list-style-type: none"> • Now titled The XMATCH Function. • Content updated.
	The TRANSPOSE Function	<ul style="list-style-type: none"> • Updated.
	How to Use Lookup Functions	<ul style="list-style-type: none"> • Added new procedure on How to Transpose a Dataset by Using the TRANSPOSE Dynamic Array Function.
	Activity: Using Lookup Functions	<ul style="list-style-type: none"> • Updated Steps and added steps for new XLOOKUP function.
4B	Activity: Tracing Precedent and Dependent Cells	<ul style="list-style-type: none"> • Updated.
4C	Activity: Watching and Evaluating Formulas	<ul style="list-style-type: none"> • Updated.
5A	Activity: Determining Potential Outcomes Using Data Tables	<ul style="list-style-type: none"> • Updated
5B	Activity: Determining Potential Outcomes Using Scenarios	<ul style="list-style-type: none"> • Updated.
5C	Activity: Using the Goal Seek Feature	<ul style="list-style-type: none"> • Updated.
5D	Activity: Forecasting Data with the Forecast Sheet	<ul style="list-style-type: none"> • Updated.
6A	The Sparkline Tools Contextual Tab	<ul style="list-style-type: none"> • Now titled The Sparkline Tab.

	How To Create and Modify Sparklines	<ul style="list-style-type: none"> • Updated.
	Activity: Creating Sparklines	<ul style="list-style-type: none"> • Updated.
6B	The 3D Maps Feature	<ul style="list-style-type: none"> • Student Note updated.
	Activity: Creating a 3D Map	<ul style="list-style-type: none"> • Updated.
Lesson 6 Lab	Creating Sparklines and Mapping Data	
	Mapping Appendices	<ul style="list-style-type: none"> • Updated name of exams.
	Appendix: Importing and Exporting Data	<ul style="list-style-type: none"> • Added new KB, Other File Types. • Importing Data updated. • Methods of Importing Text Files deleted. • Importing Text updated. •
	Appendix: Internationalizing Workbooks Appendix: Advanced Customization Options.	<ul style="list-style-type: none"> • Combined into new appendix titled Customizing Workbooks. • Topic A: Internationalize Workbooks, International Number Formatting updated. • Topic B: Customize Advanced Options, Save Options, Language Options, Advanced Options, and The Trust Center updated. • Topic B: How to Configure Excel Options, procedure on How to View Privacy and Security Information deleted.
	Appendix: Working with Power Pivot	<ul style="list-style-type: none"> • Deleted.
	Appendix: Working with Forms and Controls	<ul style="list-style-type: none"> • Deleted.
Backmatter	Glossary	<ul style="list-style-type: none"> • Added the following terms: grouped worksheet, import, Lookup function, and Office Document Cache. • Deleted term Data Model. • Deleted term Shared Workbook.
Course Files	PowerPoints	<ul style="list-style-type: none"> • Updated slides to use widescreen template. • Updated per changes to course content.
	Data Files	<ul style="list-style-type: none"> • Updated calendar dates in all data files. • Re-created all Solutions files.