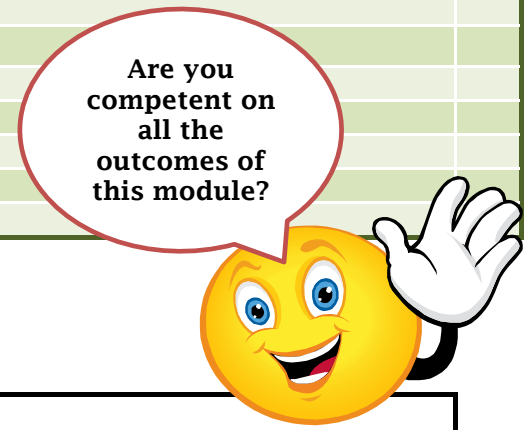


# Microsoft Office Excel 2016 Level 3 - Checklist



Outcomes Achieved	X
<b>Lesson 1: Streamlining Workflow: Page 2 - 37</b>	
Update Worksheet Properties	
Create & Edit a Macro	
Conditional Formatting	
Data Validation Criteria	
<b>Lesson 2: Collaborating with other Users: Page 46 - 84</b>	
Protect Files	
Share a workbook	
Set & review revision tracking	
Merge Workbooks	
Digital Signatures	
Restrict document access	
<b>Lesson 3: Auditing Worksheets: Page 94 - 111</b>	
Trace Cells	
Troubleshoot invalid data and formula errors	
Watch & evaluate Formulas	
Create a Data list outline	

Outcomes Achieved	X
<b>Lesson 4: Analysing Data: Page 120 - 146</b>	
Create Trendlines & Sparklines	
Scenarios	
Perform a What If Analysis	
Perform a Statistical Analysis with the Analysis Toolpak	
<b>Lesson 5: Working with Multiple Workbooks: Page 154 - 168</b>	
Create a Workspace	
Consolidate Data	
Link cells in different workbooks	
Edit links	
<b>Lesson 6: Importing &amp; Exporting: Page 174 - 185</b>	
Export & Import data / text files / XML data	
<b>Lesson 7: Integrating Excel Data with the Web: Page 200 - 207</b>	
Publish a Worksheet to the Web	
Import data from the Web	
Create a Web query	
<b>Final Assessment</b>	



<b>Student Name and Surname:</b>
<b>Identity Number:</b>
<b>Date:</b>

<b>Signed:</b>
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