



Automating Workbook Functionality in Excel

2016

Course ID #: 7000-519-ZZ-Z

Hours: 2

Course Content

Course Description:

Microsoft® Office Excel® 2016 includes a range of features that enable you to automate a wide variety of workbook tasks. From ensuring that only the correct data is entered into your worksheets, to eliminating repetitive tasks, this course will help you master Excel's automation features so that you can save valuable time and keep your data intact.

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: Automating Workbook Functionality

Topic A: Apply Data Validation

- Data Validation
- The Data Validation Dialog Box
- Data Validation Criteria
- Input Messages
- Error Alerts
- How to Apply Data Validation Criteria
- Applying Data Validation

Topic B: Search for Invalid Data and Formulas with Errors

- Invalid Data
- The Circle Invalid Data Command
- The Error Checking Command
- Error Types
- How to Search for Invalid Data and Formulas with Errors
- Searching for Invalid Data and Formulas with Errors

Topic C: Work with Macros

Macros

- Macro Security Settings
- Microsoft Visual Basic for Applications
- The Record Macro Dialog Box
- The Use Relative References Command
- The Macro Dialog Box
- Macro Names
- The Personal Workbook
- Copying Macros
- How to Work with Macros
- Creating a Macro
- Editing a Macro