



Course Content

Course Description:

In this course, you will cover how to create and work with Macros and VBA Programming, as well as how to add Form Controls and how to assign a Macro to a Form Control. In addition, you will learn about formula auditing, and will learn about common errors, how to correct them, and how to use the Watch Window to see changes in formulas. You will work with creating and modifying hyperlinks, get data from the internet, as well as learn how to save workbooks, worksheets, charts and ranges as web pages. You will create custom styles and learn how to use advanced conditional formatting. Finally you will learn how to create and use a shared workbook, including how to protect, consolidate and resolve editing conflicts in a shared workbook.

Topics:

Lesson 1: Macros and VBA

- What is a Macro?
- Saving Files with Macros
- Developer Ribbon
- Adding the Developer Tab
- Macro Naming
- Macro Naming Rules
- Understanding Macro Referencing
- Macro Referencing
- Recording a Macro
- Creating a Macro Using the View Tab
- Creating a Macro Using the Developer Tab
- Running a Macro
- Run a Macro Using the Macro Dialog Box
- Editing a Macro
- Visual Basic for Applications
- Recording a Macro in the Personal Workbook Personal Macro Workbooks
- Saving a Macro in the Personal Macro Workbook Running a Personal Macro Workbook Macro Using a Personal Macro
- Editing Personal Macros
- Accessing the Personal Macro Workbook
- Editing the Personal Macro
- Adding a Macro Button to the QAT
- To Add a Macro Button to the QAT
- To Change the Appearance of the Button
- Recording a Relative Reference Macro

- Relative Reference Macros
- Macro Security

Lesson 2: Form Controls

- Form Controls
- What is a Form Control?
- Adding Form Controls
- Adding a Form Control to a Worksheet
- Modifying Form Controls
- Adding a Combo Box
- The Combo Box Control
- Adding A Group Box
- Adding the Group Box Control
- Adding Option Button Controls
- Adding An Option Button
- Adding Functionality to the Option Buttons
- Adding A Button
- The Button Form Control
- Assigning a Macro to a Form Control
- Assigning a Macro to a Form Control

Lesson 3: Hyperlinks and Connecting to the Internet

- What is a Hyperlink?
- Creating a Hyperlink
- Inserting Hyperlinks
- Link to Existing File or Web Page



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- Link to Place in this Document
- Link to Create New Document
- To Follow a Hyperlink in Excel
- Modifying Hyperlinks
- Changing the Attributes of the Selected Hyperlink
- Changing the Attributes of All Hyperlinks
- Querying Data from a Web Site
- New Query from Web
- Editing A Query
- Removing Unnecessary Data from a Query
- Splitting a Column
- Refreshing the Data

Module 4: Outlining, Subtotals, and Consolidation

- Outlining
- Automatic Outlining
- Using an Automatic Outline
- Exploring Outlined Data
- Showing or Hiding Outlined Data
- Removing an Automatic Outline
- Grouping Data Manually
- To Manually Outline Data
- To Remove Manual Groupings
- Creating Subtotals
- Using the Subtotal Feature
- Removing Subtotals
- Consolidating Workbooks
- To Consolidate Workbooks

Module 5: Analytical Tools

- Goal Seek
- To use Goal Seek
- Data Tables
- Creating a One-Input Data Table:
- Two-Input Data Table
- Scenarios
- Adding Scenario's
- Showing Scenarios

- Editing a Scenario
- Removing Scenarios
- Solver
- Installing the Solver Add-in
- Using Solver
- Forecasting
- Create a Simple Forecast
- Customizing the Forecast

Module 6: Sharing and Linking Workbooks

- Shared Workbooks
- Sharing a Workbook
- Sharing Limitations
- How to Share a Workbook
- Opening and Editing a Shared Workbook
- Tracking Changes
- User Credentials for Tracking Changes
- Highlighting Changes
- The History worksheet
- Adding the History Worksheet
- Resolving Conflicts
- Resolving Conflicts a Shared Workbook
- Accepting and Rejecting Changes
- Protecting Shared Workbooks
- Protecting a Shared Workbook

Appendix A: The Default Workbook

- Lesson Overview
- The Default Workbook
- Settings That Can Be Saved in a Template
- Saving Cell Styles to the Default Workbook