



# Microsoft Excel for Office 365

## Desktop or Online: Level 3

Course ID #: 7000-804-ZZ-Z

Hours: 7

## 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 assign a Macro to a Form Control. In addition, you will work with creating and modifying hyperlinks, get data from the internet using the new Power Query tool. You will learn how to use Outlining, Subtotaling, and Consolidation tools. You will also learn not to use the analytical tools of Goal Seek, Data Tables, Scenarios, Solver, and Forecasting.

### Topics:

#### Lesson 1: Macros and VBA

- What is a Macro?
- Saving Files with Macros
- Developer Ribbon
  - Adding the Developer Tab
  - Macro Security
- Macro Security
- 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
- Removing A Personal Macro
  - Removing a Personal Macro Workbook Macro
  - Resetting the Default Workbook

#### 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



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### Lesson 3: Hyperlinks and Connecting to the Internet

- What is a Hyperlink
  - What is a Hyperlink?
- Creating a Hyperlink
  - Inserting Hyperlinks
  - Link to Existing File or Web Page
  - Link to Place in this Document
  - Link to Create New Document
  - To Follow a Hyperlink in Excel
- Modifying Hyperlinks
  - 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

### Lesson 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

### Lesson 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

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