

MICROSOFT® EXCEL AUTOMATING WORKSHEET FUNCTIONALITY

This course is ½ a day

COURSE OVERVIEW

In this course, you will learn some practical and efficient Excel automating worksheet functions. One of the powerful functions of Excel is the ability to easily create automated tasks and custom logic within macros. Macros provide a great way to save time on predictable and repetitive tasks, without having to write a single line of code.

COURSE CONTENT

UPDATE WORKBOOK PROPERTIES

CREATE AND EDIT A MACRO

- What are Macros?
- The Record Macro Dialog Box
- Naming Macros
- Visual Basic for Applications
- Copying Macros Between Workbooks
- Macro Security Settings

APPLY CONDITIONAL FORMATTING

- What is Conditional Formatting?
- Conditional Formats
- The Conditional Formatting Rules Manager Dialog Box
- The New Formatting Rule Dialog Box
- Clear Rules

ADD DATA VALIDATION CRITERIA

- What is Data Validation?
- The Data Validation Dialog Box