MICROSOFT EXCEL
Macros and Forms

THE TRAINING HOUSE
training-house.co.uk
enquiries@training-house.co.uk
07753558105

SUITABLE FOR

Delegates who have a good knowledge of using Microsoft Excel, and wish to learn about some of the more complex features and uses of Excel.

AIM OF THE COURSE

To introduce the advanced features of Microsoft Excel and provide an opportunity to practice working with those features.

COURSE CONTENT

- Brief Recap on Range Names & Shortcuts (Topics Required for this Course)
- An Overview of Macros
- Generating User Forms Using the Visual Basic Editor
- Macro Shortcuts
- Using the Developer Tab to Generate User Forms
- Data Validation
- Q & A Session on any aspects of Microsoft Excel

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.