

Excel - Automation with macro commands

Duration: 1 day

Audience: Pour tous

Who is this training for?

For everyone

Training objectives

- Use different tools to bring out information
- Simplify daily actions using macro-commands

Summary

Use different tools to surface information and simplify daily actions using macro commands. This course will allow you to master outline mode, scenario manager, external data import, custom views, macro creation, custom numeric formats, data protection and workbook sharing.

Course outline

Chapter 1 - Displaying Data as a Outline

- Prioritizing Data Using Auto Outline Mode
- Leveraging the Different Views in Outline Mode
- Creating a Layer Manually

Chapter 2 - Scenario Manager

- Defining a Scenario
- Managing and Editing Scenarios
- Generating a Scenario Report

Chapter 3 - Importing External Data

- Converting a Text File to Excel
- Recognizing the Characteristics of Text Files
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Distributing Text in the Text Files columns

- Manipulate text data using pre-programmed functions

Chapter 4 - Create and use custom displays

- Define the usefulness of custom displays
- Create a custom display
- Use a custom display

Chapter 5 - Create macros using the recorder

- Set the purpose of a macro
- Determine macro security
- Record a macro to Run a macro
- Delete a macro
- Assign a macro to an image, a shape, object, or control

Chapter 6 - Create Custom Numeric Formats

- Review the Syntax of a Custom Format
- Create a Custom Numeric Format
- Delete a Custom Format
- Find and Replace Formats

Chapter 7 - Apply Data Protection

- Define Cells to Protect
- Apply Protection to a Worksheet
- Apply Protection to a Workbook
- Protect Opening and Editing a Workbook

Chapter 8 - The Data Sharing

- Share a Workbook
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Limit Workbook Sharing

- Track User Changes
- Accept or Reject Changes

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Windows - User or equivalent content

Recommendations

- Willing to automate repetitive tasks
- Have a basic command of the Windows environment (file management, folders, copy and paste)
- Understand the simple concepts of calculation (addition, percentage, average)
- Be comfortable with reading and structuring data (simple tables)
- Know the basics of logic (organize information, follow a sequence of actions)