Microsoft Excel Master – External data and macro's (level 4) – 1 day

You are already a skilled Excel user but still Excel offers tools that you did not explore. Automating repetitive tasks with macros for instance. Or the use of form elements on your sheet. And last but not least importing external data and shaping them to fit your needs.

Audience
Skilled Excel user who want to automate repetitive tasks. And user who want to all about what Excel has to offer including the latest tools and updates from Microsoft.

Prerequisites
You need to a experienced skilled Excel user (master course content from levels 1,2 and 3). You work with Excel daily.

Contents

Error checking Excel sheets
- navigating sheets by named ranges and hyperlinks
- Error messages in Excel
- Search for formulas, errors and constants
- Display formulas
- Locate source and target cells
- Error checking
- Use formulas to trap errors
- Evaluate complex formulas

The goto dialog
- Selecting blanks, errors, constants and formulas

Data validation
- settings, Input message and error alert
- Circle invalid data
- Validate cells with formulas

What if analasys
- Data tables
- Goal seek
- Scenario manager

Import and export Excel data
- Copy to Word and PowerPoint
    - Copy without link
    - Copy with link
- Use the text to columns command

Import External data part 2
- Import data with get & transform (Power Query)
- Short Demo of the possibilities (There is a separate 1 day training for Power Query)

Tables and relations
- tables can have relations with each other (Excel 2013 and higher)
- Using relations in Excel, advantages

Introduction to macros
- Macro security
- Recording macros
- Saving macros
- Using macros
- Relative & absolute references in macros
- use of keyboard shortcuts
- Edit a macro in VBA
- How to start a macro

Introduction Forms
- Making a form in Excel
- Inserting form controls and adjust the settings