

Microsoft Excel Expert - External data and macros - 1 day

You already have excellent knowledge of Excel. However, Excel still offers a number of possibilities that you have not explored yet. Automating repetitive tasks with macros for example. Or using form controls on your worksheet and how about importing external data from databases or CSV files.

Course duration

The duration of the course is six hours completed in one day.

Target audience and prerequisites

You are an advanced user within Excel and now you want to learn how to automate in Excel. The required prior knowledge is that you have mastered the topics of our Excel Advanced course (Tables and Databases or Formulas and Functions). The Excel Expert training is suitable for the very experienced Excel users.

Outlines

Check worksheets

- Navigation between worksheets with names or hyperlinks
- Error reports in Excel
- Searching for errors, formulas and constants
- Show formulas
- Identify source and target cells
- Error check
- Capture error reports with formulas
- Evaluate formulas

The Go To dialog box

- Selecting formulas and errors
- Data validation
- Settings, input message and error reports
- Circle invalid data
- Validation with formulas

What-if analysis

- Data tables
- Target search
- Scenarios

Importing and exporting data

- Copy to Word and PowerPoint
 - o Copy without link
 - o Copy with link
- Use the command "Text to columns"

Importing external data part 2

- Importing data using Power Query
- Short demo what the advantages of this area (There is also a separate day training for this, the training 'Microsoft Excel Power Query')

Tables and relationships

- Tables can have relationships with each other (Excel 2013 and higher)
- Advantages of relationships

Introduction macros

- Recording and playing back macros
- Save macros
- Use relative and absolute references
- Change shortcut key
- Editing a macro in VBA
- Start-up possibilities of a macro

Introduction forms

- Creating forms
- Selecting and setting controls

