

Excel Collaboration and Automation - Online

Audience This course is appropriate for users who know the basic techniques of using Excel spreadsheets. Specifically they should be familiar with how to create absolute and mixed cell references; use functions; work with multiple sheets in a workbook; freeze titles; set print titles and page breaks; link information in worksheets and workbooks.

Description The course uses a combination of lecture and hands-on practice to familiarize students with tools available for workbook collaboration and automation options. Subjects covered include using templates to create worksheets, collaborating on worksheets by protecting and sharing them, using names to facilitate workbook automation, and macros.

Objectives After completing the class, students should be able to:

- Create and protect templates
- Share, edit and manage shared workbooks
- Track changes made in shared workbooks
- Create range names using various methods
- Use range names in formulas, to locate and select cells
- Design and create recorded macros
- Create absolute and relative references in macros
- Assign macros to buttons on the Quick Access Toolbar and ribbon
- Create global macros

Length 3 hours

- I. Workbook Collaboration in a Workgroup**
- A. Creating Templates
 - B. Protecting Cells and Worksheets
 - C. Sharing a Workbook
 - D. Editing a Shared Workbook
 - E. Managing a Shared Workbook
 - F. Stop Sharing the Workbook
 - G. Tracking Changes

- II. Naming**
- A. Using Names
 - B. Defining a Named Range
 - C. Applying Names
 - D. Creating Multiple Names
 - E. Deleting and Editing Names
 - F. Listing Range Names



III. An Introduction to Macros

- A. What is a Macro?
- B. Running a Macro
- C. Designing a Macro
- D. Recording a Simple Macro
- E. Absolute and Relative Referencing in Macros
- F. Deleting a Macro
- G. Assigning a Macro Button to the Quick Access Toolbar and Ribbon
- H. Creating Global Macros
- I. Examining the Visual Basic Editor