

Excel 2010/2013 Collaboration and Automation

Audience	This course is appropriate for learners with an intermediate skill with Excel spreadsheets. Learners should know 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; and link information in worksheets and workbooks.
Description	The course uses a combination of lecture and hands-on practice to familiarize students with using templates to create worksheets, collaborating on worksheets by protecting and sharing them, using named ranges to facilitate workbook automation, and macros.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ Create and protect templates■ Share, edit and manage shared workbooks■ Track changes made in shared workbooks■ Name a range of cells and use the name in various ways■ Design and create recorded macros■ Create absolute and relative references in macros■ Assign macros to buttons on the Quick Access toolbar and Ribbon
Length	3.5 hours

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- 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/Relative References in Macros
 - F. Examining the Visual Basic Editor
 - G. Assigning a Macro Button to the Quick Access Toolbar
 - H. Deleting a Macro



