

EXCEL SUPER USER (LEVEL 4) DAY 2

A one day course.

Prerequisite: Delegates should have completed the Excel Advanced Course.

MACROS

EXAMPLES

CREATING MACROS

RECORDING A MACRO

RELATIVE AND ABSOLUTE MACROS

PERSONAL MACRO WORKBOOK

RUN A MACRO

EDITING A MACRO

SAVING MACROS

STOPPING A MACRO

ASSIGN OR CHANGE A KEY STROKE FOR A MACRO

ASSIGNING A MACRO TO THE QUICK ACCESS TOOLBAR

ASSIGNING A MACRO TO A DRAWING OBJECT OR PICTURE

DATA VALIDATION

VALIDATING A DATE

INSERT A DROP DOWN LISTS

VALIDATING A NUMBER

CHARTS

PIE CHARTS

PIE OF PIE /BAR OF PIE

FLOATING CHARTS

TRENDLINES

WHAT IF ANALYSIS

GOAL SEEKER

SCENARIOS

APPLYING A SCENARIO

EDITING A SCENARIO

CREATING A SCENARIO REPORT

ANALYSING YOUR WORKSHEET

USING THE "GO TO SPECIAL" COMMAND

FINDING PRECEDENT AND DEPENDENT CELLS

COMPARING CELLS

AUDITING WORKSHEETS

Tracing Precedents

Tracing Dependents

Tracing Errors

MANAGING YOUR WORK

WORKSHEET NOTATION

CELL COMMENTS

SHARING YOUR WORKBOOK

TRACKING CHANGES