

Excel – Automation

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Excel this session covers the tools users need to insure data integrity when shared with other users.

Requirements

This session is best run hands on with participants utilising a computer

What You Will Cover:

- Create A Template
- Using A Template
- Data Validation
- Create Drop Lists
- Custom Lists
- Autocorrect
- Hyperlinks
- Protecting Worksheets
- Protecting the Workbook
- Macros
- Identify uses for Macros
- Record a Macro
- Run a Macro
- Quick Access Toolbar button
- Saving Macro Files