

Microsoft Excel 365 – Automation

½ Day [3hrs] Hands On Training Course

Designed for more advanced **users** of Excel, this session covers the tools users need to automate common actions and data entry in Microsoft Excel 365. This session is based on Microsoft Excel 365 desktop version and not the web app.

This session covers creating simple macros but DOES not cover any VBA Coding (Visual Basic Access).

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
- Hyperlinks
- Protecting Worksheets
- Protecting the Workbook
- Macros
- Identify uses for Macros
- Record a Macro
- Run a Macro
- Quick Access Toolbar button
- Saving Macro Files