Excel 2000-2003 Advanced

Duration: 1 Day

Course Overview:

This course is for experienced Excel users. In this course, students will learn to customize Excel's menus, toolbars, and workspace to work more efficiently, and to utilize macro recording and advanced macro editing techniques to automate repetitive tasks and enhance Excel's usability and functionality. Students will also create and edit templates, create custom chart types, and learn how to share workbooks for group editing and collaboration. Finally, students are introduced to more advanced importing and exporting options, including working with XML documents and Web-based data.

Students Learn To:

- Customize Excel's user interface and save Workspaces
- Collaborate with Workgroups using Excel's sharing and tracking features
- Use AutoFormat to quickly format entire spreadsheets
- Record and edit macros to automate tasks and enhance the user interface
- Assign macros to custom menus and toolbar buttons
- Make macros that interact with the end user
- Use Break Mode to debug macro code

Who Should Attend: Anyone who wants to learn to automate and customize Excel to create an enhanced user interface or who needs to share and edit Excel data in a workgroup.

Prerequisites: Microsoft Excel 2000-2003 Intermediate or equivalent knowledge and experience.

Course Outline:

Customizing the Excel Interface

Setting Options
Adding and Deleting Toolbar Buttons
Resetting and Deleting Toolbars
Adding Built-in Menus
Creating Custom Menus
Creating Workspaces

Creating and Editing Templates

Creating Templates
Editing Templates

Creating and Using Custom Chart Types

Applying Built-In Custom Chart Types
Creating User-Defined Custom Chart Types
Saving User-Defined Custom Chart Types
Applying and Deleting User-Defined Chart Types

Collaborating with Workgroups

Changing Workbook Properties
Creating Shared Workbooks
Viewing Tracked Changes
Accepting and Rejecting Changes
Merging Workbooks
Sharing Workbooks with Mail Recipients

Creating Macros

Recording and Running Macros
Controlling Macro Cell References
Saving Macros for Selective Use

Editing Macros

Editing Macro Code
Inserting Procedures
Finding and Replacing Code
Adding Comments to Macros

Running Macros from Menus and Buttons

Assigning Macros to Menus
Assigning Macros to Toolbar Buttons
Assigning Macros to Custom Buttons
Assigning Macros to Worksheet Buttons
Changing Assigned Macros

Making Macros Interactive

Adding Dialog Boxes to Macros
Adding Message Boxes to Macros
Adding "If…Then…Else" Statements to Macros

Debugging Macros

Inserting Breakpoints
Inserting Stop Statements
Adding Watch Expressions
Stepping Over and Into Procedures

Working With External Data and Web Documents

Importing Data from External Sources
Working with XML Documents
Importing Data from the Web