EXC-AC - Automating spreadsheets with Microsoft Excel

Microsoft - Excel - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to provide participants with a specific knowledge about how to use macros and forms in MS Office Excel. The course applies to the various versions of Microsoft Excel that are available on the market.

Programma

1. Macros
• Recording, creating and deleting a simple macro
• Assigning a macro to buttons
• Editing and renaming macros
• Understanding simple VBA commands in Excel
2. Creating forms to complete
• Applying data validation
• Creating searchable lists
• Defining a name for a cell

ITCore Group

Via Balestra, 12
6900 Lugano (CH)
+41.091.9760019
www.itcoregroup.com

Via Lanino, 36
21047 Saronno (VA)
+39.02.84108669
www.itcoregroup.com