

Course Specifications

Microsoft Excel 2003 Module IV

Course number:

Course length: 1 day

Prerequisites

*Excel 2003 Module I, II,
and III*

Registration:

CAD & Facilities Services, Inc.
(315) 686.6110
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Microsoft Excel 2003 Module IV Customization, Collaboration and Macros

Excel 2003 Module IV: Customization, Collaboration and Macros is a course that presents skills training and assessment for some of the skill sets that form the Microsoft Office Excel 2003 Expert exam. This course provides competency in customizing the Excel interface, using templates, using custom chart types, using workbook collaboration features, using workbook integration and XML features, creating and editing macros, controlling macro assignments and functionality, and troubleshooting macros.

Topics

Customizing the Excel Interface

- Introduction to the Excel Interface
- Modifying Default Settings
- Customizing Toolbars
- Customizing Menus
- Creating Workspace Files

Using Templates and Custom Chart Types

- Using Templates
- Using Custom Chart Types

Using Collaboration Features

- Introduction to Collaboration Features
- Managing Workbook Properties
- Managing Workbook Security
- Sharing Workbooks

Using Advanced Integration and XML Features

- Integration and XML Features
- Importing Data into Excel
- Using Excel Data in Other Applications
- Structuring Workbooks Using XML

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Creating Macros

- Introduction to Macros
- Recording Macros
- Running Macros
- Controlling Macro Cell References
- Saving Macros for Selective Use

Editing Macros

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

Controlling Macro Assignments and Functionality

- Macro Assignments and Interactivity
- Assigning Macros to Menus
- Assigning Macros to Toolbar Buttons
- Assigning Macros to Worksheet Buttons
- Changing Assigned Macros
- Adding Dialog Boxes to Macros
- Adding Message Boxes to Macros
- Adding "If...Then...Else" Statements to Macros

Troubleshooting Macros

- Introduction to Troubleshooting Macros
- Inserting Breakpoints
- Inserting Stop Statements
- Adding Watch Expressions
- Stepping Over Procedures
- Stepping Into Procedures