



# Module 1: Getting started with Excel

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5.1.2 #N/A!

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- 1.2.1 Problem
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- 3.3.1 Option Button
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- 1.1.2 Converting a selection of the data into a chart

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**5.2 Modifying sparklines**

**5.3 Deleting sparklines**

## **6 CREATIVE TECHNIQUES**

**6.1 Case 1**

**6.2 Case 2**

## **7 CREATING A CHART WITH POWER VIEW**

## **8 EXERCISES**



# Module 13: Excel in the cloud

## 1 INTRODUCTION

## 2 EXCEL ONLINE

### 2.1 Creating an online workbook

#### 2.1.1 OneDrive or SharePoint

### 2.2 Editing an online workbook

### 2.3 Consulting versions

## 3 USING AN ONLINE WORKBOOK LOCALLY

### 3.1 Method 1

### 3.2 Method 2

## 4 SAVING A LOCAL FILE ONLINE

### 4.1 OneDrive

### 4.2 SharePoint

## 5 SHARING A WORKBOOK

## 6 COLLABORATING ON A WORKBOOK

## 7 ORGANIZING A SURVEY



# Module 14: Macros

## 1 RECORDING A MACRO

- 1.1 What is a macro?
- 1.2 The Developer tab
- 1.3 Recording a macro
- 1.4 Running a macro
- 1.5 Deleting or editing a macro
- 1.6 Relative and absolute macros

## 2 LINKING A MACRO TO A BUTTON

- 2.1 Button on Quick Access Toolbar
- 2.2 Button on the ribbon
- 2.3 Form control on the worksheet
- 2.4 ActiveX control on the worksheet
- 2.5 Linking macros to AutoShapes

## 3 SAVING FOLDERS WITH MACROS

## 4 MACRO SECURITY

- 4.1 Enabling macros when the message bar is displayed
- 4.2 Enabling macros in Backstage view
- 4.3 Changing macro settings in the Trust Center
- 4.4 About macro settings
  - 4.4.1 Disable all macros without notification
  - 4.4.2 Disable all macros with notification
  - 4.4.3 Disable all macros
  - 4.4.4 Enable all macros
  - 4.4.5 Trust access to the VBA project object model
- 4.5 Adding, deleting or modifying a trusted location for your files

## 5 VISUAL BASIC EDITOR ENVIRONMENT

- 5.1 Comment
- 5.2 Sub ... End Sub



### **5.3 With ... End With**

- 5.3.1 Colour index
- 5.3.2 Deleting superfluous code

## **6 VBA AND MACRO BUILDING BLOCKS**

### **6.1 Message boxes**

### **6.2 Input boxes**

### **6.3 Variables and constants**

- 6.3.1 The various data types
- 6.3.2 Variables
- 6.3.3 Constants
- 6.3.4 Option Explicit

## **7 BUILDING STRUCTURE WITH MACROS**

### **7.1 Sequence**

### **7.2 Selection**

### **7.3 Iteration**

- 7.3.1 Limited iteration
- 7.3.2 Conditional iteration

### **7.4 Multiple choice**

## **8 RESERVED MACRO NAMES**

### **8.1 Auto\_Open or Workbook\_Open**

### **8.2 Auto\_Close or Workbook\_Close**

## **9 DEVELOPING A FUNCTION**

### **9.1 Creating a procedure**

### **9.2 Calling a function**

### **9.3 Finalising a function**

## **10 THE DIFFERENCE BETWEEN MACROS AND FUNCTIONS**

### **10.1 Calling macros or functions**

### **10.2 Using arguments**

### **10.3 Functions return a value**

### **10.4 Macro Call**

## **11 SHARING MACROS AND FUNCTIONS EXCEL ADD-IN**



**11.1 Excel Add-in**

**11.2 Activating Add-In**

**11.3 Using new functionalities**