SETC Training Corporate Logo

Excel Training: Mastering Task Automation (EXCADV, 3 jours)

Description

The course Mastering Task Automation (Excel Training) provides business participants with the skills they need to automate almost any business task. Starting with a review of essential concepts in data analysis using Microsoft Excel, the course quickly proceeds to a complete and in depth study of macros and VBA development. The course covers every aspect of VBA development including the Excel object model, looping, functions, conditional logic and database access amongst others. If you need to use Microsoft Excel to automate your business tasks, this SETC certified course will teach you the skills you need. SETC Training - Formation SETC provides advanced Microsoft Excel training in Ottawa, Montreal, Toronto, Quebec and Calgary.

Tarifs

- Tarification: $2,750/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Working with Data

- Creating the Reference Data
- About Working with Data Types
- Importing Data from Other Sources
- Filtering and Sorting Data
- Using Excel Functions and Worksheets to Build Summary Data Sheets
- Using Advanced Functions
- Creating Custom Functions

Working with Functions

- Overview of Available Functions
- Working with Logical Functions: And. Or, Not and More
- Working with Conditional Functions: IF, AVERAGEIF and More
- Working with Text Functions: FIND, LEN, TRIM and More
- Working with Lookup Functions: LOOKUP, VLOOKUP and More
- Other Useful Functions

Reviewing Macros

- Reviewing Relative and Absolute References
- Planning a Macro Recording
- Understanding the Generated Code
- Modifying the Generated Code
- Creating a Custom Macro from Scratch
- Debugging Macros and Code

Programming Essentials for Excel

- Mastering Data Types and Variables
- Mastering Conditional Logic
- Mastering Looping and Repeating Structures
- Working with Functions in Code
- Understanding Function Parameters

Working with Objects in Excel

- Object Fundamentals: Objects, Properties and Methods
- About Working with Objects and Variables

Understanding Object Collections and Excel
Working with the Excel Object Model
Working with Workbooks in Code
Working with Worksheets in Code
Working with Cells in Code
About Referencing Cells

Component Programming

About COM and .NET: Interacting with Other Data Sources
Saving Data in a Database using Excel
Saving Data in a non-Excel File using Excel
Automating Word from Excel
If Time Permits – Building Data Forms

Automating Tasks

The Art of Task Automation in Excel: Why Anything can be Automated
Automating Data Retrieval, Import and Export Tasks
Automating Data Cleanup Tasks
Automating Formatting and Data Conversion Tasks
Automating Presentation Tasks: Graphs and Charts

Real World Automation: A Complete Lab