

ASA Research

EXCEL FOR ADVANCED USERS




ASA RESEARCH

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2010 Excel Advanced Course Information

Learning Objectives	To increase the productivity of accountants and CPAs using Excel by introducing them to advanced capabilities within Excel
Course Level	Advanced
Pre-Requisites	Good Familiarity with Microsoft Excel
Advanced Preparation	None
Presentation Method	Live lecture using full color projection systems and live Internet access with follow up course materials
Recommended CPE Credit	8 hours
Handouts	Templates, checklists, web examples, manual
Instructors	J. Carlton Collins, CPA
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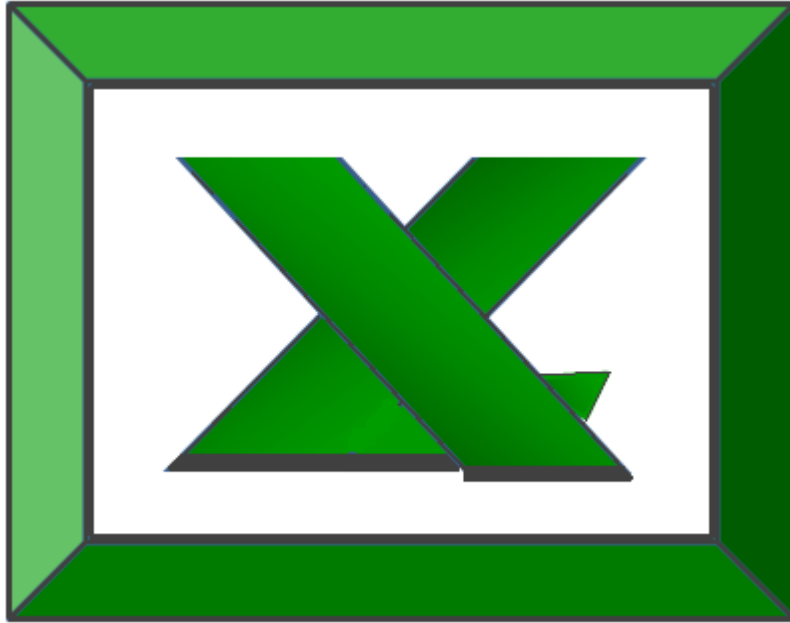
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Chapter 1

Excel Advanced Concepts

1. E-Mail Merge from Excel

- a. Demonstrate

2. Validation

- a. Drop Down List
- b. Dates, Whole Numbers, Decimals
- c. Comments

Also:

- a. Color of Data Input Cells
- b. =TODAY
- c. =VLOOKUP
- d. Macro & Macro Buttons

3. Macros

- a. Create "Page Setup" Macro
 - a. Simply turn on macro recording, press keys, turn off macro recording
 - b. No Spaces allowed in macro name
 - c. Assign macro to icon or object for easy access
- b. Record in workbook vs. personal macro workbook
- c. Absolute vs. relative reference
- d. Create an "Erase" Macro
- e. Create a "Print" Macro
- f. Create Macro Buttons
- g. Show Developer Tab
- h. Introduction to VBA (Not too deep)
- i. Insert VBA elements into Excel – Combo Box
- j. Displays the Macro dialog box - ALT+F8
- k. Displays the Visual Basic Editor - ALT+F11

4. Hyperlinks

- a. Text
- b. Objects
- c. Text Box
- d. Icons
- e. To Web Sites
- f. To E-mail Addresses
- g. To Bookmarks
- h. To Other Files

5. Administrative Page

- a. Title, Company, Date, Notes, Review Notes, Etc.
- b. Table of Contents (Linked to worksheets, named ranges and other documents)
- c. Macro Buttons

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