



Microsoft Excel

Forms & Reporting Made Easy

Collect, manage, and present your data more effectively by creating dynamic forms and reports

Overview

You'll discover how Excel's forms and reports can truly make a difference in simplifying your data entry and analysis. These tools will help you reduce errors, automate tedious tasks, enhance your data presentation; plus, you'll get more done in less time than you ever thought possible! Microsoft Excel Forms & Reporting Made Easy will help you overcome the fear of these advanced Excel features and have you working like a pro in no time.

What You Will Learn

- Discover the hidden power of the developer tab
- Collaborate with Word to create visually-stunning forms and reports
- Apply grouping and framing to make forms attractive and easy-to-understand
- Position and align controls on a form
- Add or edit a macro for a control on a worksheet
- Protect your form using security settings
- Find, add, edit, and delete information using a data form

Who Will Benefit

Managers, supervisors, team leaders, administrative assistants, marketers, financial professionals — every Microsoft Excel user who wants to get more from this powerful program!

Timeframe

Half day and full day sessions available

Level

Basic to Intermediate

Format

Hands On, Instructor-Led, Interactive