



Formation MS Office Excel - Create workbook templates in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

**ID :** 641

**Goal :** Create professional forms and tables ready for corporate deployment, to be used as corporate templates.

**Audience :** Professional user needing to create MS Excel forms or workbooks templates for their organisations.

**Prerequisites :** Excel and Windows daily use and strong abilities in creating small and basic tables.

## Goals :

- Introduction
- Create tables (small and big)
- Insert pictures and backgrounds
- Use of formatting styles in auto-extensible tables
- Refresh hiding/showing lines, columns and spreadsheets
- Insert and print comments
- Customized formatting
- Validation tool (control inputs, standardize input, avoid duplicates, etc.)
- Conditional formatting
- MS Excel layout options (for print out)
- Change a range into a list
- Insert basic forms parts
- Print options & print zone definition
- Create a print preview macro
- Protect cells, spreadsheets and workbooks
- Save an XLT template with metadatas
- Deploy and access to a XLT template
- Modify a template
- Training Conclusion

**Pedagogical method :** Practical teaching based on examples. Trainer builds a template with the attendees.

**Suggested duration for presentiel training (days) :** 1

**Suggested duration for on-line training (days) :** 1.2

**Daily price in face-to-face :** 225 CHF

**Daily price in remote :** 108 CHF

**Daily price in remote for students :** [contact us](#) (only if student card!)

**Daily price in remote (with recording) :** 1125 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

## Book

- **Title :** *Excel 2007: The Missing Manual*
- **Author(s) :** *Matthew MacDonald*
- **Pages :** 856
- **ISBN :** 0596527594

**Tags :** styles, forms, templates, xlt, print zone, excel, excel templates training, ms excel course, ms excel training templates.

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