

Creating templates and forms with Excel («ME6»)

In this half-day workshop you will learn to design and create Excel forms on your own. Thereby you will work with ActiveX control elements. Programming knowledge is not required.

Duration: 0.5 days

Price: 360.–

Content

- Concept of the structure of a form
- The various control elements
- The most important properties of the control elements
- Structuring of the spreadsheet with the output cells
- Evaluation of the selected option of a control element
- Structure of a form (own selection)
 - Quotation form
 - Newsletter/Registration form

Key Learnings

- Designing an Excel form
- Learning about the main ActiveX controls and their features
- Creating Excel forms on your own

Target audience

This course is aimed at people who want to create forms (such as invoice forms).

Additional information

This course is also suitable for users of Excel 2013 and 2010.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-creating-templates-and-forms-with-excel