

## Excel 2007: Power User

1 Day

### Prerequisites

- MS Excel 2007 Advanced or commensurate knowledge and experience

### Objectives

Per the specified learning objects identified in the outline

#### **SECTION 1: Add-ins, Smart Tags, and Digital Security**

##### ***Lesson 1.1: Add-ins and the Trust Center***

What is a COM Add-in?  
Add-In Management  
Installing Add-ins  
Using the Trust Center  
Add-Ins

##### ***Lesson 1.2: Information Rights Management***

What is IRM?  
Requirements for IRM  
Downloading and Installing the Rights Management Client Software  
Using IRM  
Opening an IRM Protected Document

##### ***Lesson 1.3: Digital Signatures***

What is a Digital Signature?  
Obtaining a Digital Signature  
Attaching your Signature to a Workbook

##### ***Lesson 1.4: Smart Tags and XML***

What is a Smart Tag?  
Inserting Smart Tags into a Worksheet  
Setting Smart Tag Options  
Creating Custom Smart Tags

#### **SECTION 2: Macros, VBA, and Excel Programming**

##### ***Lesson 2.1: Macros***

Recording Macros  
Playing a Macro  
Macro Security

##### ***Lesson 2.2 More Macro Tasks***

Recording a Relative Reference Macro  
Running a Relative Reference Macro  
Assigning a Keystroke to a Macro  
Copying a Macro from a Workbook or Template

##### ***Lesson 2.3: Visual Basic and Macros***

Opening the Visual Basic Editor  
Adding Code to your Macro  
Adding Comments to VBA Code  
Declaring Variables  
Prompting for User Input  
Iteration over a Range  
Using IF Then Else Statements

#### **SECTION 3: Expert Topics**

##### ***Lesson 3.1: Form Controls***

What is a Form Control?  
Adding a Control to a Worksheet  
Assigning a Macro to a Control  
Using Form Controls

##### ***Lesson 3.2: Advanced Functions***

Using Financial Functions (PMT and FV)  
Understanding Logical Functions  
Applying Logical Functions

##### ***Lesson 3.3: Using SharePoint***

Creating a Document Workspace  
Accessing a Workspace  
Publishing to a Document Workspace

##### ***Lesson 3.4: User Forms and ActiveX Controls***

Creating a Blank User Form  
Adding Controls to the Form  
Adding Buttons and VBA Code