

# Excel – Forms and ActiveX controls

## **Description**

This training will enable participants to create forms in Excel.

# **Course Content Module 1: Forms**

- · Create a simple form
- · Inserting form controls
- Inserting ActiveX controls
- Initialize a form control
- Knowing the different form controls (button, drop-down list, checkbox, etc.)
- Formatting form controls

#### Module 2: Retrieving data from a form

- Interactions between form controls and Excel worksheets
- Interactions between form controls and Excel macros

#### Lab / Exercises

• Practice exercises will be given at the end of each module

## **Documentation**

Digital course material included

#### **Participant profiles**

Users who need to set up files used by others, and restrict them through the use of forms

#### **Prerequisites**

Good knowledge of Excel

#### **Objectives**

· Set up a form

• Retrieve data from the form and rework it

Niveau

Expert

**Classroom Registration Price (CHF)** 

400

**Virtual Classroom Registration Price (CHF)** 

375

**Duration (in Days)** 

0.5

Reference

MOE-32