

## Advanced Excel Forms

### DESCRIPTION/COURSE OBJECTIVES

This course focuses exclusively on Excel tables. Upon successful completion of this course, participants will be able to:

1. Understand the differences between the three general types of Excel forms
2. Identify the basic components and features of forms
3. Create edit, and format Excel forms
4. Add drawing tool objects and other images to forms
5. Share and print forms

### COURSE INSTRUCTOR

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Course handouts are available at

[https://mtateresearch.com/computer\\_courses\\_supplemental\\_resources](https://mtateresearch.com/computer_courses_supplemental_resources)

### COURSE OUTLINE

The course will cover the following topics:

#### Introduction to Excel Forms

- Basic components and features of Excel forms
- An introduction to the three general types of Excel forms

#### Creating Data Forms

- Add the Form Button to the Quick Access Toolbar
- Create a data form
- Modify a data form

#### Creating Forms that Incorporate Form and ActiveX Controls

- An introduction to Form controls and ActiveX controls
- Additional controls and objects
- Identify the types of controls included on an Excel worksheet
- Add basic form controls to a worksheet
- Modify and rearrange form controls
- Delete form controls on a worksheet
- Add or register an ActiveX control
- Edit text in an ActiveX control
- Add drawing tool objects to a worksheet form
- Add images to a worksheet form

### **Creating Visual Basic for Applications (VBA) UserForms**

- An introduction to Visual Basic for Applications (VBA) UserForms
- formatting
- How to create, modify, and delete UserForms

### **Share and Print Forms**

- How to create Web-based forms
- Format and print forms