

<b>Course</b>	<b>Excel Advanced – Protecting And Automating Worksheets</b>
<b>Length</b>	Two - Three hours
<b>Audience/ Synopsis</b>	Advanced level class for people who use Excel extensively. Learn ways to protect cells, comments or entire worksheets. Combine protection with the use of templates to create on-line forms. Customize options for greater efficiency.
<b>Prerequisites</b>	Participants should use Excel regularly on an intermediate level.
<b>Topics</b>	<p><i>Module 1: Protecting Worksheets</i></p> <ul style="list-style-type: none"><li>◆ Display options for hiding data</li><li>◆ Protecting cells</li><li>◆ Protecting comments</li><li>◆ Passwords</li></ul> <p><i>Module 2: Creating Templates</i></p> <ul style="list-style-type: none"><li>◆ Building a template</li><li>◆ Editing and saving a template</li></ul> <p><i>Module 3: On-line Forms</i></p> <ul style="list-style-type: none"><li>◆ Using templates</li><li>◆ Changing templates</li><li>◆ Adding protection to templates</li></ul> <p><i>Module 4: Customizing Excel for More Efficiency</i></p> <ul style="list-style-type: none"><li>◆ Changing Defaults</li><li>◆ Customizing Application</li></ul>