

Using Word and Excel with Formate 1/2 Day

Prerequisites:

Attendees should have attended the basic Formate course and Formate advanced scripting, or have a understanding of the basic scripting techniques.

It is recommended that attendees are familiar with Microsoft Word and Excel.

Objectives:

To understand the Formate Word and Excel Functions. To know when to use the Formate Word and Excel facilities. To write scripted Formate forms for Word and Excel.

Content:

The majority of the module will consist of 'hands on' workshops.

When to use Word and Excel.

A brief description of the Formate functions for Word

A brief description of the Formate functions for Excel

Workshop 1 - Create a sales quotation using Formate word functions.

Workshop 2 – Read and write data to excel workbooks.

Completed workshop script will be provided to take away