

Excel – Macros

Prerequisite

A very good working knowledge of Microsoft Excel

Course Description

This course is designed for the Excel user who feels quite comfortable with the application. Students will learn how to create a macro; which is a series of Excel commands and instructions that you group together as a single command to accomplish a task automatically. Students will learn how to create macro steps and examine the code in the Visual Basic editor. They will learn how to edit the macro language as well as link macros together. Students will also learn how to make macro buttons to execute the macros easily from the toolbar.

Objectives

Introduction to Macros

- What are Macros?
- Record a Basic Macro
- Run a Macro
- Examine the VBA Code
- Assign the Macro to a Toolbar Button
- Assign the Macro to a Graphic Button

Edit VBA Code

- Turn on the Visual Basic Toolbar
- Create a Format Macro
- Create the Macro
- Run the Macro
- Assign the Macro to a Button
- Edit the VBA Code

Relative Reference Macros

- Create an Absolute Reference Macro
- Create a Relative Reference Macro

Create More Macros

- Create a Vlookup Function Macro
- Create a Close File Macro
- Copy VBA Code From One Macro to Another
- Link Macros Together
- Delete a Macro
- Delete the Macro Button
- Hide the Personal.xls File

Class Length

90 minutes
Instructor lead, hands-on course