



Microsoft Excel 2016 Macros Introduction

One-Day Course

Windows

Course Overview:

This course is an introduction to recording macros and modifying macros in Visual Basics. You will learn how to combine macros and how to use recorded macro statements to create a longer macro.

Please Note: This course is a prerequisite for the Excel Macros Intermediate course.

Course Content:

Record a Macro

- Recording a macro which you can use in one workbook or in all your Excel files.

Understanding Why You Declare a Variable

- Creating or declare a variable with the use of the Dim keyword.

Combining Recorded Macros

- Combining or copying many small macros into one larger macro that will perform multiple repetitive actions in an Excel file.

Creating a Macro

- Using the VBA language to modify a recorded macro and create a macro directly in a VBA module. For example: Using an Input Box to indicate variable information such as the name of a file.

Debugging a Macro

- Getting familiar with different methods of debugging or fixing your macro.

Managing Modules

- Copying macros and modules from one file to another.

Storing Macros

- Storing macros in a Toolbar command button, in a picture or in a shape.