



Microsoft Excel – Macros

Two-Day Course

Windows and Macintosh

Course Overview:

Macros enable you automate repetitive tasks in Excel. Use the macro recorder to create the macro, then use the Visual Basic Editor to customize the recorded procedure. Excel also allows you to create your own functions if the Function Wizard doesn't have what you need. Knowledge of Excel at the Intermediate/Advanced level is a prerequisite for this course.

Course Content:

Determine if a Macro is Necessary

- Existing Excel settings and functions that may eliminate the need for macros

Introduction to Visual Basic for Applications

- Running and recording a macro
- Relative and Absolute macro recording
- Examining module design

Assigning Macros

- Specify the location of recorded macros: individual or Personal macro workbooks
- Assigning macros to shortcut keys
- Assigning macros to an action button on a worksheet
- Assigning a macro to a button on a toolbar

Decision Making Macros

- Create macros with different outcomes depending on conditions in a workbook using:
the *If Then* function, the *If Then Else* function and the *Select Case* function

Using Defined Functions

- Creating customised functions and formulas not already in the Excel extension function list
- Using variables

Managing Macros

- Using the Personal macro workbook to store frequently used macros
- Assigning a macro to run automatically when a file opens