

Microsoft Excel Macros

Course Outline

Course Format: One Day
Max Capacity: 6 People

This Excel Macros course requires prior knowledge of Excel up to Advanced. No prior knowledge of Excel macros is required.

Intro to Microsoft Excel Macros

- The Excel object model: objects, properties, methods and events
- Recording and running a macro
- Absolute and relative recording

Making Your Macros Accessible

- Add macros to your quick access toolbar
- Add macro form buttons to your worksheet
- Create tabs on the ribbon to hold macro buttons

Visual Basic Editor (VBE)

- Discuss the VBE interface
- Discuss sub and function procedures
- Edit a recorded macro
- Create modules and write sub routines

Interacting With The Workbook

- Referencing Cells, Ranges, Worksheets and Workbooks
- Using the Offset Method
- Gathering information from the spreadsheet
- Setting and changing information in the spreadsheet Using 'With' blocks

Working With Variables

- VBA data types
- Declaring and using variables
- Discuss Option Explicit setting

Interacting With The User & Making Decisions

- Writing IF Statements
- Use the msgbox and inputbox functions

Creating User Defined Functions

- Create UDFs
- Work with function arguments
- Displaying the function's description

Dealing With Errors

- Debugging and identifying errors
- Error trapping

Time Permitting

- Using loops
- Select Case Statements
- Using the Immediate Window