

MSC Computer Training

Training Course Specification

Course: Excel Macros (Versions 1997 to 2013)

Duration: Two Days

Aims and Objectives of the workshop

This course covers automation and customising of Excel using macros and screen items (such as buttons and menus). Delegates learn how to record macros using VB code and assign macros to screen items.

At the end of the workshop delegates will feel confident in using VBA for excel

WHO SHOULD ATTEND:

Excel users who, at intermediate or advanced level, want to learn how to speed up and automate their work (or other users' work) in the application using macros.

EXPERIENCE NEEDED:

Delegates should have a good grounding in Excel (any version) and be familiar with absolute Vs relative cell referencing, functions and formula syntax and sheet linking. Familiarity with the macro recorder would be an advantage. However, those wishing to learn or practice VBA itself should seek another course.

Course Content¹

Introduction

- What is a Macro?
- Good Practice
- Good Planning
- Good Habits
- Demonstration
- Run a Pre-recorded Macro

The Excel Macro Recorder

- Introduction to the Macro Recorder
- Recording a Macro.
- Running a Macro
- Relative and Absolute Recording

Macro Storage

- Introduction
- The Default Macro Storage Location
- The Personal Macro Workbook
- Macro Shortcut Keys
- Assigning a Shortcut Key

¹ You can choose from the list to create your own course

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Macro Storage Concepts (within the visual basic program)

- Using Modules
- The VB Editor
- Working With Modules
- Working with Projects

Macro VBA codes

- Editing Macros
- Aspects of Macro Procedures
- Copying Macros and code
- Linking or Calling Macros
- Using loops and if statements

User-Defined Functions (create your own calculation functions)

- Introduction
- Creating a User-Defined Function
- Using a User-Defined Function
- Globally Available User-Defined Functions
- Auto Executable Macros
- The Automatic Features

Objects (boxes seen on screen when a macro is run)

- Introduction
- The VBA Object Browser
- Built-In Dialog Boxes
- Custom Dialog Boxes
- Message Boxes
- The MsgBox function
- Input Boxes
- Declaring Message Boxes and Input Boxes as Variables
- Assigning a Macro to a Toolbar Button