

Excel Advanced Macros

Course Duration : 1 day

Course Overview



This course is designed to introduce you to the Macro environment of Excel, it will provide you with the confidence to record macros in Excel and then be able to gain a better understanding of the code and make changes to it.

We even teach you some commands that cannot be recorded, such as how to show a message to the person who runs the macro.

It will not turn you into a fully-fledged programmer, but you will feel more confident in the Visual Basic Editor, and thus be able to explore more aspects of programming in Excel.

For example, if you record a macro before the course and you make a mistake in the recording, you invariably have to start the recording again. After this course you will be able to step through the code, decide what you wish to keep and what you wish to get rid of, then record an extra part and add it to the code you kept thus running all the code at once.

Important Note : An Excel Macro is created from lines of code of Visual Basic for Applications. These lines of code are stored in a collection called a 'Macro' or a 'Procedure'. It all depends on which angle you are coming from. If you're a programmer, you call these lines of code a Procedure if you are an advanced user of Excel you call these lines of code a Macro.

Prerequisites

- This course is designed for someone who has experience of using Excel, they are comfortable creating formulas and using functions such as SUM, IF, AVERAGE, LOOKUP these are just an example of the functions they may use on a regular basis. They are very comfortable using cell references in their formulas. They know how to type the formulas into cells and do not need to use the automated functions. They are keen to push the limits of Excel beyond the user interface. They have tried recording a macro and maybe even had a go at editing it. It would suit people who are unsure whether programming is for them but would like to try the experience without too much commitment.

Objectives

Delegates will be able to :

- Automate tasks by recording a Macro
- Explain where Macros are stored and how you can organise them
- Create a macro by typing in (or copying and pasting) the instructions and not recording it
- Explain the different methods for starting a macro
- Get a macro to ask a yes/no question of the user and respond to that question, thus allowing the Macro user the option to run the macro or not.
- Alter the code that is created when you record a Macro, How to step through your code one line at a time to see what the Macro is actually doing, this way you can decide if you wish to keep the action or remove it
- Add comments to your macros so that you can understand them in the months and years to come
- Move around a worksheet using macros
- Select an area of the worksheet and add information to the end of the selection

Course Content

Getting Started with Macros

Identifying a reason for using a Macro
Recording methods
Overview of other methods

Running Macros

Running Macros from the Ribbon
Adding Macros to the Quick Access Toolbar
Using Keyboard Shortcuts
Attaching Macros to Objects or Clip Art

Visual Basic for Applications (VBA)

The VBA environment and components
Creating the Personal Macro Workbook
Managing the Personal Workbook

Recording Macros in Stages

Joining code to create more advanced Macros
Using the IF statement in VBA

Creating Macros Using VBA code

When to use Absolute or Relative references
Using For and Next statements
Using Do While and Do Until statements
Creating interactive Macros

Other Courses in this Series

[Excel Level 1](#)

[Excel Level 2](#)

[Excel Level 3](#)

[Excel Analysing Data with Pivot Tables and Dashboards](#)

[Excel PowerPivots and DAX 2010 Introduction](#)

[VBA using Excel](#)

Training Options

- Public scheduled courses at one of our training venues
- Private course at your company office. Training can be delivered throughout the UK
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- 1 delegate per computer
- Comprehensive course manual and exercises
- Laptops are available for training delivered at client's premises
- Telephone and email support
- Lunch and refreshments when training is delivered at our training venue
- Relaxed refreshment area at our training venues