

Excel 2016 - Macros

Length: ½ Day

Experience Needed: Students 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.

Summary: Students will learn to automate and customize Excel using macros and screen items (such as buttons and menus); additionally, students will learn how to write macros using VB code and assign macros to screen items.

COURSE CONTENT

1: INTRODUCTION AND THE MACRO RECORDER

- Using Multiple Worksheets
- Inserting New Worksheets
- Renaming Worksheets
- Deleting Worksheets
- Creating Multiple Views
- Freezing Panes
- Viewing and Arranging Multiple Worksheet Windows
- Navigating in Multiple Workbooks
- Selecting and Viewing Multiple Workbooks
- Managing Multiple Worksheets and Workbooks
- Selecting Multiple Worksheets
- Moving and Copying Data between Worksheets
- Linking Data Between Worksheets
- Creating a 3-D Formula

2: CREATING AND EDITING MACROS WITH VBA

- Macro storage concepts
- The VBA program (the VB editor)
- The program components
- Storing and handling macros (modules)
- Introduction to editing code
- Copying and pasting procedures
- Linking procedures together
- Create and use a user-defined function
- Auto-executable macros