

Excel Macro Mastery

Introduction to Macro Recording – 1/2 Day

Pre-requisites

To gain the most from this course, you need to have successfully completed the Excel Essentials course or have equivalent skills and knowledge.

Description

Do you need to:

- Create simple macros
- Make basic edits to macros
- Create Toolbar or Ribbon icons to run a macro
- Create buttons on a worksheet to run a macro

Aim

This course introduces users to the Macro recorder in Excel and gives you the skills to record edit and run simple macros.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Use the macro recorder
- Record and use a macro to apply
 - formatting
 - page setup details
 - templates to a chart
- Record and use a macro to automate the use of a Data Consolidation
- Assign a macro to
 - the Toolbar or Ribbon
 - a shape on a worksheet

Topics

Key topics covered in this course include:

Set up for Macros

- Security and the Developer tab
- Trust Center Settings

Record, Save and Run a Macro

- Using the macro recorder
- Saving a macro enabled worksheet
- Running a macro

Edit a Macro

- View the Module Sheet
- Basic structure of VBA code
- Editing a Macro
- Using a keyboard shortcut
- Editing the Complex macro

Assigning Macros to Objects

- Add a button to the Ribbon
- Assign to a form control
- Attach a button to a workbook

Data Consolidation Reports

- Consolidate by Position, SUM, AVERAGE and other functions

Data Consolidation by Macro

- Record the SUM consolidate
- Create the AVERAGE consolidate
 - What you MUST change
 - What you SHOULD change
 - What you SHOULD add
- Attach a macro to a Shape