

Introduction to Excel Macros

Pre-requisites

A good working knowledge Excel is assumed and required

Course Objectives

This course is aimed at quite advanced users of Microsoft Excel who wish to use macros to help automate their work by writing macros. We also discuss good practice, terms used and creating a 'stock pile' of macros to draw upon.

Course Content

0930hrs to 1630hrs

<ul style="list-style-type: none"> 🔍 What are macros? <ul style="list-style-type: none"> ○ When to use macros ○ Recording macros ○ Running macros ○ Pros and cons of recording 🔍 Editing Macros <ul style="list-style-type: none"> ○ The VBA Editor ○ The VB toolbar ○ Editing macros ○ Adding comments 🔍 Writing Macros <ul style="list-style-type: none"> ○ Start writing ○ Looking at code ○ Navigating Modules ○ Objects, Methods and Properties 🔍 Buttons and Toolbars <ul style="list-style-type: none"> ○ Creating Buttons ○ Creating toolbars 	<ul style="list-style-type: none"> 🔍 Variables and Constants <ul style="list-style-type: none"> ○ What are variables and constants? ○ Creating variables ○ Option Explicit ○ Assigning values 🔍 Loops <ul style="list-style-type: none"> ○ Creating Loops ○ Do While ○ Do Until ○ Nesting Loops 🔍 Redirect commands <ul style="list-style-type: none"> ○ If Then Else ○ Go To ○ Functions 🔍 Terminology <ul style="list-style-type: none"> ○ Useful commands ○ Syntax ○ Jargon
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