
MOC50476: *Amazing Macros*

Duration: 1 Day; Instructor-led

COURSE DESCRIPTION

This one-day course introduces Microsoft Excel users to the features in creating and managing Excel macro. Participants will learn how to record macro, execute macros in variety of different methods, editing macro and creating a control-buttons to activate the macros.

AUDIENCE

This course is intended for Information workers who have an understanding of Microsoft Office Excel

PREREQUISITES

Before attending this course, students should have experience:

- This course assumes that students have some familiarity with Excel.

METHODOLOGY

This program will be conducted through Instructor-led (classroom)

WHAT YOU WILL LEARN

After completing this course, students will be able to:

- Use Macros
- Record Macros
- Editing simple commands
- Customizing Quick Access Toolbar and buttons
- Adding Forms Controls to a Worksheet

COURSE OUTLINE

Module 1: Using Macros

This module gives the introduction of how to execute Macros.

- Opening a Workbook Containing Macros
- Running a Macro
- Using a Shortcut Key
- Using the Visual Basic Toolbar
- Opening the Visual Basic Application Window
- Using the Visual Basic Application Window

Module 2: Recording Macros

This module explains how to create Macros through usage of recording.

- Using the Developer Tab
- Recording a Macro
- Assigning a Shortcut Key
- Using Relative References
- Deleting a Macro

Module 3: Editing Macros

This module explains how to start editing simple commands within the Visual Basic Editor.

- Writing a New Macro
- Entering Macro Comments
- Copying Macro Commands
- Editing Macro Commands
- Typing Macro Commands
- Create Message Box
- Running Macro from the Code Window
- Using the Debugger

Module 4: Custom Button in Quick Access Toolbar

This module demonstrates how to create custom buttons in the Quick Access Toolbar.

- Creating a Custom Button
- Adding a Button to Quick Access Toolbar
- Assigning a Macro to a Button
- Changing a Button Image
- Deleting a Custom Button

Module 5: Adding Forms Controls to a Worksheet

This module explains how to create forms control onto a worksheet.

- Creating a Macro Button
- Copying a Macro Button
- Formatting a Macro Button
- Moving/Sizing a Macro Button
- Deleting a Macro Button