

Excel – The macro recorder and introduction to VBA

Description

This course will give participants a first introduction to VBA, and will allow them to automate their work using simple macros.

Course Content Module 1: The Macro Recorder

- Displaying the Developer tab
- Creating a macro through the macro recorder
- Running recorded macros
- · Saving macros in the personal macro folder

Module 2: The Visual Basic Editor

- Using the Visual Basic Editor in Excel
- Using relative references
- Deleting macros

Module 3: Using your macros

- Creating a new ribbon
- Adding a Macro to a Ribbon
- Adding a macro to the Quick Access Toolbar
- Assigning a macro to an object, a button or a control

Lab / Exercises

• Practice exercises will be given at the end of each module

Documentation

• Digital course material included

Participant profiles

• Advanced users who need to automate their work procedures

Prerequisites

• Expert knowledge of Excel

Objectives

- Create simple macros
- Edit their VBA code
- Manage the use of their macros

Niveau

Expert Classroom Registration Price (CHF) 400 Virtual Classroom Registration Price (CHF) 375 Duration (in Days) 0.5 Reference MOE-31