



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