

Microsoft Excel Recording Macros

Prerequisites: The student must be a current Excel user and have taken at least the Fundamentals and Intermediate Excel or have equivalent experience. Students are welcome to bring a macro-recording project to class to complete in class.

Schedule: Full day

Course Objectives

This class is designed for people who use Excel and need to improve their efficiency with Excel by recording repetition keystrokes. The course will focus on recording of utility macros, which are used in the building and modification of almost all Excel spreadsheets. Several more complex recording will be done to demonstrate that even some long and complex keystroke combinations can be recorded. An introduction to how to start to create macros by combining recording and writing steps that can not be recorded will be introduced.

Outline

- Overview and Definitions
- What Macros to Record
- Recording Macros
 - How to Start Recording
 - Where to Store Macros
 - Stop Recording Macro toolbar
 - Recording Cell Pointer Movement
 - Absolute Cell addressing
 - Relative Cell Addressing
 - Stopping Recording
- The Personal Workbook
- Recording Utility Macros
- Macro Dialog Box
- Run Time Errors
- VBA Editor Overview
- VBA Code Structure
- With Statement
- Editing Macros
- How Macros Can Be Executed
 - Macro Dialog Box
 - Shortcut Keys
 - Control Buttons
 - Menu Bar Commands
- Running Recorded Macros
- Recording Complex Macros
 - Database Cleanup Macros
 - Text File Import Macros
 - Creating a Inventory Ordering workbook
- Beginning writing your own macros