

Microsoft Excel 2007 – Automating Tasks Using Macros

Duration: One Day

Introduction

You simplify your work in the Excel environment by creating macro using Excel VBA (Visual Basic for Applications) to automate many of the repetitive tasks that are part of spreadsheet development. You will be able to use the skills you learn to apply in your real life projects to fit your professional needs.

Course Outline

- **Using Macros**
 - ❖ Macro Introduction
 - ❖ Using the Developer Tab
 - ❖ Recording Macros
 - ❖ Playing a Macro
 - ❖ Deleting Macro
 - ❖ Macro Security
- **More Macro Tasks**
 - ❖ Recording a Relative Reference Macro
 - ❖ Running a Relative Reference Macro
 - ❖ Assigning a Keystroke to a Macro
 - ❖ Using the Visual Basic Toolbar
 - ❖ Copying a Macro from a Workbook or Template
- **Custom Button in 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
- **Form Controls**
 - ❖ What is a Form Control?
 - ❖ Adding a Control to a Worksheet
 - ❖ Assigning a Macro to a Control
 - ❖ Using Form Controls
- **Visual Basic and Macros**
 - ❖ Opening the Visual Basic Editor
 - ❖ Adding Code to your Macro
 - ❖ Adding Comments to VBA Code
 - ❖ Declaring Variables
 - ❖ Create Message Box
 - ❖ Prompting for User Input
 - ❖ Iteration over a Range
 - ❖ Using IF Then Else Statements
 - ❖ Running Macro from the Code Window
 - ❖ Using the Debugger
- **User Forms and ActiveX Controls**
 - ❖ Creating a Blank User Form
 - ❖ Adding Controls to the Form
 - ❖ Adding Buttons and VBA Code
 - ❖ Starting the User Form with a Macro

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