
INTRODUCTION TO MICROSOFT EXCEL MACROS — 1 DAY

Discuss Excel VBA macros Discuss the Excel object model Create macros using the macro recorder Discuss the Excel object model Create macros using the macro recorder Absolute and relative references Running a recorded macro View macro security settings Recording a macro Running a recorded macro Absolute and relative recording View macro security settings

MAKING YOUR MACROS ACCESSIBLE Add macros to your quick access toolbar Add macro form buttons to your worksheet Create tabs on the ribbon to hold macro buttons

VISUAL BASIC EDITOR (VBE) Discuss the VBE interface Discuss sub and function procedures Edit a recorded macro Discuss procedures and modules Create modules Create sub routines

WORKING WITH VARIABLES VBA data types Introduction to variables Declaring and initialising variables Use the MsgBox function

CREATING USER DEFINED FUNCTIONS Create UDFs Work with function arguments Use the insert function dialog box Displaying the function's description Distributing your code using an add in file