Microsoft Excel Macros & VBA's

Audience

This course is an introduction to Excel Macros and VBA's. Ideal for those using Excel, wishing to gain an understanding of macros and Visual Basic Editor. Beneficial for a more advanced understanding of these spreadsheet features.

Course Content

Introduction to Macros

- Displaying the Developer Tab
- Review And Purpose Of Macros
- Where To Save Macros
- Recording and Editing Recording a macro
- Relative vs Absolute recordings
- Personal macro workbook
- Editing and optimising recorded code
- Removing Selection statements
- With…End With
- Running macros: Assigning to Quick Access Toolbar, shapes, Pictures and keyboard shortcuts

Managing Lists

- Sorting
- Filtering

Charts

- Types of Charts
- Create and modify charts
- Chart layout and styles
- Printing Charts

The VB Environment

- The Project Window
- Code Window
- Properties Window
- Navigating between Excel and the VB Editor
- Structure of a sub routine
- Key Words
- Navigate a Module
- Edit a module
- The role of Option Explicit
- Variable Declaration
- Data Types
- Variable Scope and Lifetime
- Public and Private
- Use of Constants
- Naming Conventions
- Run subroutines together
- Running and Stepping code
- Breakpoints and Break mode
- Complete Word
- Commenting/ Uncommenting
- Object Browser
- Locals Window
- Immediate Window

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