



# Excel 2016 – Recording & Executing Macros

Price: \$325

**Course Description:** Participants in this Excel Macro course will learn to record, edit and execute Excel macros as well as manage macro security. VBA syntax will be discussed on an introductory level.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** To learn to record and execute macros to improve efficiency and reduce keystrokes.

**Upon successful completion of this course, students will be able to:**

- Record a Macro
- Edit a Macro
- Debug a Macro
- Assign a Macro to a Custom Button
- Delete a Macro

**Prerequisite:** Excel Level 1, 2, and 3 or comparable Excel experience.

## Course Outline

### Introduction to Visual Basic for Applications

- Visual Basic Editor
- Reserved Words
- Commenting
- Basic Visual Basic Syntax and Editing
- Visual Basic Color Codes

### Recording Macros

- Recording a Macro
- Understanding Macro Security
- Using Relative References
- Using Absolute References
- Personal Macro Workbook

### Editing Macros

- Stepping Through the Macro VBA Code
- Adding and Managing Breakpoints
- Running Macro from the Code Window
- Use the debugger
- Optimizing Code

### Executing Macros

- Assign Keyboard Shortcuts for a Macro
- Create a Custom Button
- Adding a Button to the Quick Access Toolbar
- Adding Macro Icon to the Ribbon

### Deleting Macros