



Excel 365/2021/2019 Recording & Executing Macros

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