



# **Working with Microsoft Excel Macros**

## ***About the Course***

### **Designed for**

Aimed at frequent users who have an excellent knowledge of Microsoft Excel's intermediate/advanced principles, this course provides candidates with practical experience of the topics listed in the course outline below. On completion candidates should be equipped with the necessary skills to produce and edit interactive Microsoft Excel Macros, create and customise the Excel menu and toolbar options, and understand VBA Modules.

### **Teaching Approach**

The teaching approach contains a blend of lectures, practical, and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

### **Requirements**

Those attending should have an understanding of Microsoft Excel to at least an intermediate level, be competent Microsoft Windows users, and be familiar with the basics of file and disk management. An understanding of Microsoft Excel Macros capabilities is useful although not a pre-requirement for this course.

### **Course Material**

The majority of this course is spent with a set of prepared exercises and projects so that those attending gain a firm foundation of Microsoft Excel Macro capabilities. Professionally presented course notes are provided and these may be retained for reference afterwards.

### **Duration**

This training program is two days in duration.

## ***Course Outline***

### **1. Creating and Running a Macro**

- Introducing Macros
- Preparing to Record a Macro
- Recording a Macro
- Stopping Recording a Macro
- Running a Macro from the Macro Dialog Box
- Running a Macro with a Shortcut Key
- Editing Macros
- Editing the Macro Options
- Recording Relative and Absolute References

### **2. Assigning Macros to Toolbars**

- Recording a New Macro - (Revision)
- Specifying a Shortcut Key - (Revision)
- Adding a Custom Button to a Toolbar
- Changing the Name of a Toolbar Button
- Changing the Button Image
- Assigning a Macro to the Button
- Running a Macro Using a Toolbar Button
- Changing the Options for an Existing Macro - (Revision)
- Running a Macro with a Shortcut Key - (Revision)
- Creating a Toolbar
- Moving a Toolbar button
- Deleting a Toolbar
- Resetting a Toolbar

### **3. Assigning Macros to Graphic Objects**

- Drawing a Graphic Object on the Worksheet
- Assigning a Macro to a Graphic Object
- Selecting an Object to Which a Macro is Assigned
- Adding Text to a Graphic Object
- Using a Graphic Object to Run a Macro
- Changing the Macro Assigned to a Button
- Removing a Graphic Object from the Worksheet

### **4. Working with Modules**

- About Modules
- Moving Around the Module
- Recording a Macro in the Personal Macro Workbook
- Deleting a Macro from the Personal Macro Workbook

### **5. Editing a Macro**

- Editing a Macro
- Statements and Comments
- Adding Commands to a Macro
- Adding Comments to a Macro
- Running a Macro from the Microsoft Visual Basic Editor



## **Course Outline Continued**

### **6. Further Macro Editing**

Removing Lines from a Macro  
Using Comments to Remove Lines  
Finding and Replacing Text in a Macro  
Copying and Pasting Commands

### **7. Using Worksheet Data in a Macro**

Introducing Objects, Properties and Methods  
Getting Information from the Active Cell  
Using ActiveCell in a Macro  
Dealing with Errors  
Getting Information from Other Cells  
Using Range in a Macro  
Introducing Variables

### **8. Controlling the Flow of a Macro**

Inserting a New Module  
Running Statements When a Condition is Satisfied  
Running Statements When a Condition is Not Satisfied  
Using Elself to Check Several Conditions  
Using Multiple Conditions in a Single Statement  
Using Multiple If... Then Statements

### **9. Interacting with Macros**

Displaying a Simple Message Box  
The MsgBox Function  
Customising a Message Box  
Using Message Box Buttons  
Using Worksheet Data in a Message Box  
The InputBox Function  
Using an Input Box in a Macro  
Getting User Input

### **10. Running Macros Automatically**

Running a Macro When You Open a Workbook  
Running a Macro When You Close a Workbook

### **11. Editing Menus**

Creating a New Menu Item  
Creating a Submenu  
Removing Items from a Menu  
Creating a New Menu  
Restoring the Default Menus

### **12. Creating a Custom Menu Bar**

Creating a Custom Menu Bar  
Displaying a Custom Menu Bar  
Displaying the Default Menu Bar  
Switching Between the Custom and Default Menu Bars

### **13. Working with Macros - (Project)**

Course Revision Exercise