Microsoft Excel – Macros for Users

Course code: MSMAK1

This training is suitable for experienced users of Microsoft Excel, who want to learn about how to use a mechanism called macros as a tool that allows you to automate routine activities (formats, data transformation, preparation of reports, creation of formulas etc.). Appendix "for users" has emphasized the fact that the understanding of the training is no need to know any programming language. The training will explain the philosophy of macros, introduce a tool that can macros "record" and mainly will explain which commands are appropriate for use inside a macro, if you need to solve your problem in general way. Based on our experiences, we finally decided to abandon explanation of basics of Visual Basic (macro language), because the complexity of VBA requires a much larger space that this introductory training cannot offer. Training is independent of the version of MS Office.

Who is the course for

For users who routinely Excel control during labor and realize that many of their activities are automatable.

Furthermore, for users who are considering a deeper insight into programming for MS Excel, but want to first try simple

automation tasks, because they have the respect of the weekly training while distrust of training promising detailed

initiation to the problems of VBA in disproportionately short period of one or two days .

Required skills

Good knowledge of MS Excel

Teaching methods

Professional explanation with practical samples and examples.

Teaching materials

Printed PowerPoint handouts

Training outline

Automatization in MS Excel
- recording and coding of macros

Introduction to macro-recording tool
- conception
- limits of the tool - what is impossible to record

Examples explaining the possibilities of recorder
- how to prepare general macro (ie independent on number of rows of table)
- automated formatting of tables
- automated processing of data
- automated generation of formulas
- automated data conversions
- analysis of problems of attendees of training

Required minimum from VBA world
- Enviroment of VBA editor
- where are macros stored, how to find problematic commands and how to fix the problems (stepping over macro line by line)

How to start execution of recorded macro
- Macro manager
- Keyboard shortcut
- Button in the ribbon
- Button in Worksheet

Sharing of macros

GOPAS®

- Personal macro workboook
- Startup folder of MS Excel

Security problems