

## EXCEL 2007/2010 MACROS WORKSHOP

Unit Standard	116940, 258876
NQF Level	3
Credits	10
Duration	1 day
Pre- Requisite Training	Microsoft Excel 2007/2010 Advanced

### SYNOPSIS

This course is ideally suited to the Excel 2007/2010 advanced user who wishes to learn various ways to save time and steps performed manually by recording macros. This class covers recording and modifying macros, assigning a shortcut key, creating macro buttons and the beginnings of using VBA code within Excel Macros.

### COURSE OUTLINE

- Using a Macro:
  - Defining Macros;
  - Opening a Workbook Containing Macros;
  - Enabling Macro via Trust Centre Setting;
  - Using the Developer Tab;
  - Running a Macro;
  - Using a Shortcut Key;
  - Opening the Visual Basic Editor Window.
- Recording Macros:
  - Recording a Macro;
  - Assigning a Shortcut Key;
  - Using Relative References;
  - Deleting a Macro.
- Editing Macros:
  - Writing a New Macro;
  - Entering Macro Comments;
  - Copying Macro Command;
  - Editing Macro Commands;
  - Typing Macro Commands;
  - Running a Macro from the Code Window;
  - Using the Debugger.
- Custom Button in Quick Access Toolbar:
  - Create a Custom Button;
  - Assign a Macro to Quick Access Toolbar;
  - Change a Button Image;
  - Delete a Custom Button.

- Adding Form Controls to a Worksheet:
  - Using Form Controls;
  - Create Macro Button;
  - Formatting a Macro Button;
  - Rename a Macro Button;
  - Copy and Re-assign Macro Button;
  - Moving/Sizing a Macro Button;
  - Deleting a Macro Button;
  - Create a Combo Box Control;
  - Use Spinner Control;
  - Create a Scroll Bar Control;
  - Create option Buttons Control.

## **COURSE OUTCOMES**

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Record a simple Macro;
- Store Macros;
- Open a file with Macros;
- Update macros from previous version;
- Run and edit Macros;
- Add and delete Macros;
- Add Form Controls to a Worksheet through the use of Macros.