



Amazing Macros

Course Aims

This one-day course introduces Microsoft Excel 2002/2003 users to the advanced features in creating and managing Excel macro. Participants will learn how to record macro, execute macros in variety of different methods, editing macro and creating a simple dialog boxes

Pre-requisites

An advanced user of Microsoft Excel 2003, 2002, 2000 or 97 for at least 1 year

Level	Duration	Time
Advanced	1 Day / 8 Hours	9:00 am to 6:00 pm

Module 1. Using Macros

- Defining Macros
- Opening a Workbook Containing Macros
- Running a Macro
- Using a Shortcut Key
- Using the Visual Basic Toolbar
- Opening the Visual Basic Editor Window
- Using the Visual Basic Editor Window
- Lab - Using Macros

Module 2. Recording Macros

- Recording a Macro
- Assigning a Shortcut Key
- Using Relative References
- Assigning a Macro to a Menu
- Removing a Custom Menu Item
- Deleting a Macro
- Lab - Recording Macros

Module 3. Editing Macros

- Writing a New Macro
- Entering Macro Comments
- Copying Macro Commands
- Editing Macro Commands
- Typing Macro Commands
- Running a Macro from the Code Window.33
- Lab - Editing Macros

Module 4. Using Custom Toolbars And Menus

- Creating a Custom Toolbar
- Adding/Removing Toolbar Buttons
- Adding the Custom Button to a Toolbar
- Assigning a Macro to a Button
- Changing a Button Image
- Displaying Button Text and Image
- Attaching a Custom Toolbar
- Deleting a Custom Toolbar
- Creating a Custom Menu
- Adding Custom Menu Commands
- Lab - Using Custom Toolbars and Menus

Module 5. Creating A Macro Button

- Using a Macro Button
- Creating a Macro Button
- Copying a Macro Button
- Formatting a Macro Button
- Moving/Sizing a Macro Button
- Deleting a Macro Button
- Lab - Creating a Macro Button

Module 6. Dialog Box Controls

- Understanding Custom Controls
- Using Controls
- Lab - Dialog Box Controls