



# Amazing Macros (Microsoft Excel 2007 & 2010)

## Course Aims

This one-day course introduces Microsoft Excel 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 2010, 2007, 2003, 2002, 2000 or 97 for at least 1 year.

Level	Duration	Time
Advanced	1 Day / 7.5 Hours	9:00 am to 5:30 pm

### Module 1. Using 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
- Practice

### Module 2. Recording Macros

- Recording a Macro
- Assigning a Shortcut Key
- Using Relative References
- Assigning a Macro to a Menu
- Deleting a Macro from a Menu
- Deleting a Macro
- Practice

### 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
- Practice

### Module 4. Custom Button in Quick Access Toolbar

- Creating a Custom Button
- Adding a Button to Quick Access Toolbar
- Assigning a Macro to a Button
- Changing a Button Image
- Practice

### Module 5. Adding Custom Controls to a Worksheet

- 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
- Practice