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Microsoft Excel Macros

Course Overview

Microsoft Excel is the world's leading spreadsheet application, and it supports VBA macros that allow you to customize the program and automate many common tasks. In no time, you'll learn how to customize your applications to look and work exactly the way you want them to, with simple, friendly walk-throughs that directly apply to real-world tasks. Follow it through from start to finish, or quickly look up problems as they occur. It's the perfect desk reference for all of your Microsoft Excel macros needs!

Target Audience

This course is intended for a student who has experience working with Excel and would like to learn more about creating macros, working with shared documents, analyzing data, and auditing worksheets.

Duration

1 Day

Course Outline

Module 1: Holy Macro Batman!

- Macro Fundamentals
- Getting Cozy with the Visual Basic Editor
- The Anatomy of Macros

Module 2: Making Short Work of Workbook Tasks

- Working with Workbooks
- Working with Worksheets



Module 3: One – Touch Data Manipulation

- Feeling at Home on the Range
- Manipulating Data with Macros

Module 4: Macro – Charging Reports and Emails

- Automating Common Reporting Tasks
- Sending Emails from Excel
- Wrangling External Data with Macros

Module 5: Part of Tens

- Ten Handy Visual Basic Editor Tips
- Ten Places to Turn for Macro Help
- Ten Ways to Speed Up Your Macros

