



ONE CLICK EXCEL AUTOMATION

OVERVIEW

An Excel Macro introduction training course to teach users how to automate repetitive tasks and implement Data Entry Forms using Macros. You'll cover the basics of recording, running, and editing macros, as well as introducing the VBA language suitable for both beginners and those with some Excel experience who want to learn how to improve efficiency, automate and streamline their workflow.

Contact Name	Address	City	State	Email	Phone #	Picture
Doris Lassiter	45591 Ventura Blvd.	Los Angeles	CA	Doris@Gmail.com	(310) 805-4545	(310) 805-4545
45414 Maple St	45414 Maple St.	San Diego	CA	David@Gmail.com	(454) 154-1545	(454) 154-1545
1248 Sandston	1248 Sandstone Ave.	Santa Monica	NV	Fred@Gmail.com	(484) 578-5487	(484) 578-5487

MAIN TOPICS

□ OVERVIEW

- What is a Macro
- Examples of Macro Routines
- Advantages of Macros

□ ESSENTIALS

- Display the Excel Developer Ribbon
- Setting Macro Security
- Save a Workbook as Macro-Enabled

□ RECORDING

- Understanding Relative & Absolute
- Store as Personal or Workbook Macro
- Know how Excel records mouse and keyboard input
- Start and End Recording

□ EDITING A MACRO

- Make changes to a recording
- Delete a Macro
- Naming Macros and Restrictions
- Open & Edit a recording in VBE

□ VISUAL BASIC EDITOR (VBE)

- Screen overview
- Toolbars and buttons

- Viewing and navigating code
- Understanding the essentials of the recorded VBA code language

□ CUSTOMISE A MACRO

- Using VBE to add non-recordable code.
- Improve the playback of a previous macro
- Know how to debug an error
- Joining multiple macros together

□ COURSE EXERCISES

- Automate Date Formatting
- Simple Data Entry Form
- Filter, Sort and Copy Results
- Page Layouts with Headers & Footers
- Automating Conditional Formats
- Assigning Macros to Buttons

□ PLAYBACK

- Playing a Macro
- Assigning to a Button or Shortcut key
- Using Images to play a macro