

Course Outline

MS Excel – Macros Introduction

Course ID: EXCE4001	Course: MS Excel – Macros Introduction
Duration: 2 days	No. of Delegates: max 6
Course Format: Presentations, Demonstrations and Practical workshop	
<p><i>Delegates' Pre-Requisite Knowledge/Skills</i> Delegates have a good working knowledge of Excel including creating/saving workbooks, entering and formatting data, entering formulas and using SUM/AutoSUM.</p> <p>This course also requires an aptitude for logical and analytical thinking. Previous experience of computer programming is not a specific requirement but would be an advantage.</p>	
<p><i>Learning Outcomes/Objective</i> At the end of the course delegates will be able to:</p> <ul style="list-style-type: none"> ▪ Record a macro from a sequence of keystrokes/mouse actions ▪ Run a macro from a shortcut key or Button on the worksheet ▪ Examine the Visual Basic code recorded ▪ Write new macros and functions in Visual Basic ▪ Use the Visual Basic help 	
<p><i>Course Outline</i></p> <ul style="list-style-type: none"> ▪ Introduction ▪ Recording macros ▪ Running macros, assigning shortcut keys ▪ Using the Control Toolbox to add a Button ▪ Using the Visual Basic Editor ▪ Visual Basic concepts and overview ▪ The structure of a Program ▪ Data Types ▪ Assignment statements ▪ Conditional statements ▪ Loops ▪ The Excel Object-Oriented model ▪ Accessing Data on the worksheets ▪ Navigating the Help system ▪ Useful functions ▪ Tracing & Debugging 	

