**Excel Introduction to Macros: For version 2010, 2013 or 2016**

**Course Description**

Microsoft Excel’s macro feature allows repetitive tasks to be automated. Macros can format data, create worksheets and import data, to name just a few examples. In fact, macros can be created to perform just about any task that Excel has to offer. The Macro Recorder allows any Excel user to get started with macros.

**Who Should Attend**  
Advanced Microsoft Excel users who would like to learn to use the Macro Recorder effectively. This class is for non-programmers. It is a fast-paced class that assumes the student is proficient at using Excel, including opening and saving files, formatting worksheets, creating formulas and using functions.

**Prerequisites**Excel Intermediate and/or Excel Advanced, or equivalent skills. Must be able to work with multiple worksheets, create formulas, and work with functions. Students should be familiar with the difference between absolute and relative references in formulas.

**Course Outline**

* **Getting Excel Ready for Macros**Setting up macro security

The Excel Trust Center

Saving macro-enabled files

Adding developer tools

* **Using the Macro Recorder**

Starting the Macro Recorder

Where to store your macros

* **Executing your macros**

Running macros from the Macro dialog box

Using shortcut keys to run macros

Adding macro buttons to your worksheet

* + **Making your Macros Flexible**How absolute and relative references impact your macro

Data selection techniques

How to handle variable file names

How to handle variable range sizes

Outthinking the macro recorder

* **Editing your macros**

The Visual Basic Editor

What’s next?

**Course Format – 6 hours**Combination lecture and classroom exercises. Each student must bring their own laptop with Excel pre-loaded.