

Excel, get to grips with macros and discover VBA



BPC-142 1 Days (7 Hours)

Description

This course will teach you how to use Excel's macro recorder to automate repetitive tasks. You will know how to run your macros by clicking a button. You will discover the VBA editor and thus discover how to customize your macro-commands.

Who is this training for ?

For whom

Excel users who want to learn about Excel macros.

Prerequisites

Aucune

Training objectives

- Automate repetitive tasks with Excel Record and run macro commands Use add-ins Understand the saved VBA code and make changes to it

Training program

Présentation des macro-commandes Excel

- Discover the macro command recorder.
- Show the Developer tab.
- Preparing to record a macro, pitfalls to avoid.
- Save relative or absolute.
- Understand the objectives of macros, their limits.
- Use the personal macro workbook, discover its particularities.
- Choose the correct file format (xls,xlsx, xlsxm).
- Answer macro security questions, use approved folders.

Exécution de macro-commandes

- Execute a macro using the macro list.
- Customize the interface: assign a macro to a button, an image, an icon on the Quick Access toolbar .
- Choose a keyboard shortcut for a macro.
- Run a macro automatically when opening a workbook: the Auto_Open macro.

Outils d'automatisation intégrés à Excel

- Custom displays (or Views): use multiple layouts on the same worksheet.
- Use custom cell styles.
- Save a space
- Use an add-in.

Présentation de l'interface de programmation VBA

- Discover the VBA environment: the module sheets, the VBA project explorer, the Properties window.
- Access the code generated by recording.
- React in case of runtime error.
- What is debugging? Exit.
- Modify a saved procedure: understand the code, clean up unnecessary instructions.
- Document a macro-command.
- Add a dialog box (MsgBox or InputBox).
- Program simple conditions.
- Automate filters, sorting.