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Course 50099A: Amazing Macros (Microsoft Excel 2002/2003)

Course Length – 1 day

About this Course

This in-depth one-day instructor-led course provides students with the knowledge and skills to use advanced features of Microsoft Excel macros. Participants will learn how to record macros, execute macros in variety of different methods, edit macros and create simple custom controls.

Audience Profile

This course is intended for information workers who need to learn more in-depth techniques for creating time saving Excel macros.

Prerequisite

Before attending this course, students must have:

- At least one year intermediate experience using Excel 2000 or 2002

At Course Completion

After completing this course, students will be able to:

- Open a workbook containing macros
- Run a macro
- Use a shortcut key
- Use the Microsoft Visual Basic toolbar
- Open the Visual Basic Editor window
- Use the Visual Basic Editor window
- Record a macro
- Assign a shortcut key
- Use relative references
- Assign a macro to a menu
- Delete a macro from a menu
- Delete a macro
- Use custom toolbars and buttons
- Create a custom toolbar
- Add a button to a toolbar
- Add a custom button
- Assign a macro to a button
- Change a button image
- Display button text and images
- Attach a custom toolbar
- Delete a custom toolbar
- Create a macro button
- Use a macro button
- Create a macro button
- Copy a macro button
- Format a macro button
- Move and size a macro button
- Delete a macro button



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Course Outline

Module 1: Using Macros

This module explains how to run Excel macros. Topics such as how to set macro security, run a macro with shortcut keys, and use the Visual Basic toolbar to run the macros are discussed.

Lessons

- Automate Tasks with Macros
- Set Macro Security
- Run a Macro
- Run a Macro Using a Shortcut Key
- Use the Visual Basic Toolbar

Lab : Review and Practice

- Review 1
- Practice 1

After completing this module, students will be able to:

- Configure the proper macro security settings to run a macro in Excel.

Module 2: Recording Macros

This module explains how to create a macro easily using the record macro feature. Students learn how to set a shortcut key and record a macro using relative reference. Students are also shown how to delete a macro from a file or in the Personal Macro Workbook.

Lessons

- Record a Macro
- Assign a Shortcut Key
- Record a Macro that Uses Relative Referencing
- Delete a Macro
- Delete a Macro Stored in a Personal Macro Workbook

Lab : Review and Practice

- Review 2
- Practice 2



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After completing this module, students will be able to:

- Record and delete a macro in a file or Personal Macro Workbook.
- Assign a shortcut key and switch to relative referencing when recording a macro.

Module 3: Editing Macros

This module explains how to use the Visual Basic window in editing a macro. Students will learn how to edit current macros, copy macro commands and write a new macro. Students will also learn how to run a macro from the code window.

Lessons

- Open the Visual Basic Window
- Use Visual Basic Editor
- Edit Macro Commands
- Copy Macro Commands
- Write a New Macro
- Run a Macro from the Code Window

Lab : Review and Practice

- Review 3
- Practice 3

After completing this module, students will be able to:

- Describe the Visual Basic window to edit and write new macros.

Module 4: Using Custom Toolbars and Menus

This module explains how to create a custom toolbar with custom buttons to run your macro. Students will also learn how to create a custom menu with custom menu items to execute the macros.

Lessons

- Create a Custom Toolbar
- Add Toolbar Buttons
- Assign a Macro to a Custom Button
- Change a Button Image
- Display Button Text and Image
- Attach a Custom Toolbar to a Workbook
- Delete a Custom Toolbar
- Create a Custom Menu
- Add Custom Menu Commands



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Lab : Review and Practice

- Review 4
- Practice 4

After completing this module, students will be able to:

- Describe two valuable ways of executing macros by customizing toolbars and menus.

Module 5: Adding Custom Controls to a Worksheet

This module explains how to create custom controls such as combo boxes, scrollbars and option buttons to enhance your spreadsheet.

Lessons

- Add Custom Controls to a Worksheet
- Work with Macro Buttons
- Create a Combo Box Control
- Use a Spinner Control
- Create a Scroll Bar Control
- Create an Option Buttons Control

Lab : Review and Practice

- Review 5
- Practice 5

After completing this module, students will be able to:

- Create custom controls that help automate tasks in your spreadsheet.