



# Microsoft Excel Macros

McGovernConsultancy.com  
Duration 1 Day  
Format Instructor Led

## Overview

The purpose of this 1 day course is to introduce participants to excel macros. The course identifies a covers a few key areas where macros can be extremely beneficial in business reporting and processing. No macro course can be complete without an introduction to visual basic programming also and delegates will discover how simple macros can be huge time savers in the routine aspects of the daily processes.

## Objectives

On completion of this course, participants will be able to do the following:

### Macros - Getting Started

- Enable Developer Tab
  - o Finding/Run Existing Macro
- Saving Macros in enabled format
- Saving
  - o Individual Workbook
  - o Personal Macro Workbook
- Deleting
  - o From a workbook
  - o From a personal macro workbook
- Recording a macro
  - o Opening the Macro edit window

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- o Stepping into a macro
- Basic Editing
- Assigning Macros
  - o To a button on tab
  - o To a button or shape in spreadsheet
  - o Place on Ribbon/QAT
- Creating Modules
- VB Editor & Layout
- Object Browser
  - o F2 to open
  - o Set to Excel Object

## Introduction to VBA

- Object Oriented Programming
- Objects
  - o Application
  - o Workbook
  - o Worksheet
  - o Range
  - o Cell
- Properties
  - o Name
  - o Value
- Methods

- o Add
- o Insert
- o Delete
- o Select
- o Print
- o Print Preview
- Methods Containing Arguments
  - o Choose correct object
- Select either
  - o Correct Property
  - o Correct Method

## Range Object

- Single Cell
  - o Range("A1")
- Range
  - o Range("A1:A10")
- Set values
  - o Range("A1").Value = "Hello"
- Cells
  - o Cells(x,y)
  - o Allows putting values into the code

## Message Box & Input Box

- Message Box



- Input Box
- Variables
  - o Dim Statement
  - o Data Types
- Exercise
  - o Ask the user his/her age
  - o Display the result in a message box

## If, Then & Else Statement

- If & Then
  - o End If
  - o Nested Ifs
  - o ElseIf
  - o Use of And
- Exercise
  - o Group Age Responses
  - o Msg Box User with response
  - o Store results to the sheet

## For Next Loop

- Used as a counter or step through
- Exercise
  - o Create a new program
  - o Copy over IF code
  - o Extend the previous program

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- o Ask the user how many evals he wants to do
- o Set the for next to this value

## With, End With, Case, Select Case

- With

- o With
- o End With

- While

- o While
- o Wend

- Case

- o Select Case
- o End Case

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