

Excel Macros and Automation

Who is the course for?

This session begins by introducing the concept of macros, an essential aid to the automation of repetitive spreadsheet tasks. The second part of the module will explore some of the key areas of the Visual Basic Editor and explore some VBA editing practices.

What does the course cover?

Preparing your spreadsheet: selecting your starting point; setting up your spreadsheet; using relative or absolute mode

Recording a macro: macro naming conventions; best practices for storing macros; assigning a macro to a keyboard shortcut; recording your actions; stopping your macro

Running macros: Workbook security levels; the macro dialogue box; assigning your macro to a spreadsheet or Quick Access Toolbar button

The Visual Basic Editor (VBE): viewing and editing your macro code; identifying statements, keywords and comments; running your macro from the VBE; resetting your code and saving changes

More Information

This module is available via both open and closed course formats, meaning it can be tailored to suit your staff's requirements. Please [contact us](#) for more booking information.

Course duration: 90 minutes

Optimum's quality assurance: All our trainers are employed directly by Optimum and we are accredited by the LPI. We want to ensure the training we provide offers long term value. Each delegate will receive a full reference guide to take away, designed by Optimum's own trainers and project staff, as well as post-training telephone support for a year. Our class sizes are set at a maximum of eight delegates per class to ensure that you receive quality training on a more personal level. Optimum classroom sessions allow enough time for you to complete practice exercises and for trainers to answer any specific questions. This ensures that everyone fully engages with the course.