

# COURSE OVERVIEW

**Course Name:**  
Microsoft Excel 2016:  
Amazing Macros

**COURSE DURATION: 1 Day**

**Gauteng:**

3rd Floor 34 Whitely Road  
Melrose Arch  
Johannesburg  
2196  
Tel: 087 941 5764  
sales@impactful.co.za

**Gauteng:**

192 on Bram  
192 Bram Fischer Drive  
Ferndale, Randburg  
Johannesburg  
2160  
sales@impactful.co.za

**Cape Town:**

3rd Floor Thomas Pattullo Building  
19 Jan Smuts St  
Cape Town  
8000  
sales@impactful.co.za

## COURSE OVERVIEW

This one-day course introduces Microsoft Excel users to creating and managing Excel macros. You will learn how to record macros, execute macros in variety of different methods, editing macros and creating a control button to activate the macros.

## COURSE OBJECTIVES

You will

- Write a new macro.
- Editing macro commands.
- Create a custom button.
- Using relative references.
- Moving and sizing a macro button.
- Assign a shortcut key to pasted macro.

## COURSE OUTLINE

### Lesson 1 - Using Macros

- Topic A: Define Macros
- Topic B: Opening a Workbook Containing Macros
- Topic C: Running a Macro Using a Shortcut Key
- Topic D: Opening the Visual Basic Editor Window
- Topic E: Using the Visual Basic Editor Window

### Lesson 2 - Recording Macros

- Topic A: Recording a Macro
- Topic B: Assigning a Shortcut Key
- Topic C: Using Relative References
- Topic D: Deleting a Macro

### Lesson 3 - Editing Macros

- Writing a New Macro
- Entering Macro Comments
- Copying Macro Commands
- Editing Macro Commands
- Typing Macro Commands
- Running a Macro from the Code Window
- Using the Debugger

### Lesson 4 - Custom Button in Quick Access Toolbar

- Create a custom button
- Adding a button to Quick Access Toolbar
- Change a button image
- Delete a Custom button

### Lesson 5 - Adding Form Controls to Control Worksheet

- Create a Macro button
- Copy a Macro button
- Assign Macro to Pasted Macro
- Format a Macro button
- Rename a Macro button
- Moving/Sizing a Macro button
- Deleting a Macro button