



## Microsoft Excel Macros (1 day)

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### Configure the Excel environment

#### Recording and running macros

- Planning your macro
- Macro recording
- Record Relative macros
- Different ways to Run macros

#### Visual Basic for Applications (VBA)

- Overview of the VBA environment
- Review the macro code
- Components of your code
- Edit macro code
- Code format
- Coding standards

#### Writing macro code

- Create a module
- What is a procedure?
- Write a complete macro procedure in the code window
- Run procedures from the VBE

#### Getting Help

- Context sensitive Help
- VBA Help topics

#### Refer to specific parts of a workbook

- Working with ranges and selections
- Named Ranges
- Naming and renaming worksheets in macro code

#### Communicate with the user

- Create dialog boxes