Better Skills Training – Because We All Need Better Skills

Macros: Writing Procedures, Using Control Structures and Data Variables

Excel macros are simple to record but are complex to edit or fix if they do not work correctly all of the time. This short module will take you through the process of recording absolute macros, the ones that play in exactly the same place each time, and also to record relative macros, the type that need to play back in various locations depending on a starting point. In the session you will learn how to perform some simple edits, such as adjusting a sort range, a sheet name that the macro plays on, and display a message box when the macro completes. You will also learn how to copy and paste Visual Basic for Applications code, VBA, into the Visual Basic Editor, VBE, and perform a simple debugging operation. At the end of this session you will create a template that automatically creates a hyperlinked index to a multi-sheet Excel file. You won't be an expert after 3 hours but you will have started the learning curve to automating those repetitive tasks that you need to do regularly. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

Topics:

Recording an absolute macro for a task that needs to be performed in the same columns & rows every time

Recording a relative macro for a task that needs to be performed on various cells at various times

Recording a sorting macro and adjusting the sort range

Editing the VBA code in the VBE window (Nothing too scary for this module)

Adding a message box to display a message to the user

Finding the row or column of the last used cell on an excel worksheet (More useful than you may think!)

Copying VBA code into the VBE

Debugging a code error

Adding a simple error handler to display a massage if the code does not work correctly

Finding help on the internet – useful sites which can really help you to create and fix macros

Creating a macro that plays automatically when a sheet is selected

Creating a template that automatically adds a hyperlinked index to the first sheet

Should You Attend This Module?

Maybe… you do need to be a fairly good user of Excel in order to fully get to grips with macros, and why you might need one or two available some, or all of the time. You need to be prepared to learn some simple coding keywords, trust that a bit of code can do some magic at times. You don't need any previous experience in coding however it does help if you have. You also need plenty of patience as macros do not always work first time and a little re-recording may be necessary. You will survive though.

Schedule

8:45 – 12:15 with a break for breakfast

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