

## Courses and instructors to develop your potential.

Live online or face to face.

### Get To Grips With Microsoft Excel Macros

This 3 hour live online course offers a look at using macros to quickly automate time consuming, repetitive tasks.

Understand the advantages of using Relative Referenced macros.

Creating macros to run across all your workbooks.

You will also look a macro's VBA coding (Visual Basic for Applications).

You connect live with our trainer.

#### What will I learn?

##### LESSON 1

Plan your macro before the recording process, and understand the principles of recording.

##### LESSON 2


Recognise the versatility of a Relative Referenced macro.

##### LESSON 3

#### Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

#### Interested?

 Call us: 01225 308979

 Email us: [info@go.courses](mailto:info@go.courses)

Name a macro, record and run macros in an Excel file.

#### **LESSON 4**

Run macros with keyboard shortcuts, Quick Access toolbar and Ribbon buttons.

#### **LESSON 5**

Save files containing macros as Excel Macro-Enabled Workbook file type.

#### **LESSON 6**

Produce macros that run across all your Excel files by saving to the Personal file.

#### **LESSON 7**

Unhide, hide and manage the Personal file.

#### **LESSON 8**

What is VBA? Coding without programming.