



Microsoft Excel Recording Macros and Templates

Learners on this Microsoft Excel – Recording Macros and Templates half day course will learn the foundations of Macro recording for automating repetitive Excel tasks, including setting up the recorder and adding Macros to Templates, all without having to be away from the office for an entire day.

The course assumes that you are already using Excel to create moderately complex worksheets and are comfortable with a variety of Excel functions.

Course Details

Skill Level: **Advanced**

Duration: **Half Day**

Class Size: **10 students** (max)

Course Content

Recording Macros

- Preparing Excel for Recording
- Recording Macros
- Storing Macros
- Adding Comments
- Testing Macros

Absolute vs Relative Macros

- Absolute and Relative Recording
- Testing types of Recording
- Viewing and Editing Macros

Buttons and Triggers

- Adding Buttons to Worksheets
- Adding Buttons to the Quick Access Toolbar

Macros for PivotTables

- Creating Macros for PivotTable Work

Building Templates

- Building a Template
- Storing Templates
- Editing Templates



Fantastic course! Brilliant presenter! Kept me interested for the entire course, amazed at how you can get Excel to work for you and not you work for it.

D. Sioutkos