FAST TRACK
COMPUTER TRAINING LTD
Virtual Classroom

Excel Beyond the Macro Recorder

Virtual Classroom Set-Up

When setting up our Virtual Classroom, we have striven to offer the same quality of customer experience as attained through our 'face to face' training environment

Take a look at the great feedback on our **About Virtual Classrooms tab** https://fasttrackcomputertraining.co.uk/about-virtual-classrooms

The Fast Track Virtual Classroom is currently choosing Microsoft Teams as the main Conference platform. Therefore, before joining the Virtual Classroom you will need to download Microsoft Teams.

Delegate Pre-Requisites

Aimed at delegates with a high level of experience using Excel preferably having attended **Excel Beyond the Basics** course

All delegates should have a sound knowledge of building formulae using various functions but who require to further their skills by using more complex formulae building

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

All delegates will receive Training Courseware following the courses in pdf format together with a Course Attendance Certificate

Corporate Courses

Virtual Classroom Corporate courses are available

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are 90 minute modules that you can mix & match

Target Audience

This course is aimed at delegates who have tasks in Microsoft Excel that are performed repeatedly where a macro can be used to automate these to save time. A macro is an action or a set of actions that you can run as many times as you want.

Delegates will learn how to create a macro with the recorder using mouse clicks and keystrokes and then learn how to edit it to make minor changes to the way it works.

This course is a great step into using macros where delegates are shown how to record the majority of the macro using keystrokes and then guided into understanding the basics of the VBA coding behind a macro and have a go at basic macro editing with lots of tips and tricks to avoid run-time errors!

The Content

Accessing and Running an existing macro
* From the Ribbon
* From a keyboard shortcut
* From a Quick Access Toolbar icon
* From the Developer Tab
* From a button

Recording a macro
* How to record a basic macro
* Macro planning
* The Macro Recorder

Macro Storage locations
* This Workbook
* New Workbook
* Personal Macro Workbook

Understanding macro limitations
* Understanding the limitations of a basic recorded macro
* How to avoid some basic run-time errors

Define a Trusted Location
* Understanding Trusted Locations and how to they can be created

Getting more from the Macro Recorder
* Using keyboard shortcuts to extend macro flexibility
* Creating a Relative Reference Macro

Take a closer look at the macro
* Understand basic recorded macro syntax
* Basic macro editing
* Basic debug tools

Running Multiple Macros together
* How to create a set of macros to complete a task
* How to allow one macro to run another

Call us on 01527 836840

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Our team will be happy to give you the options and pricing

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