Sylbert
CRÉATEUR D'EFFICACITÉ

EXE-303

Simplify the use of Excel by automating your actions

Objectives

With this training, you will be able to:
- Save execution time with the use of macros
- Automate repetitive tasks to reduce the risk of error
- Differentiate a relative macro from an absolute macro
- Associate an icon with a macro
- Use a macro with multiple workbooks

Practical information

Duration	3 Hours
Level	Advanced
Number of participants	7 participants
Languages taught	English - French

Prerequisites

Have completed Workshops EXE-101, EXE-102 or knowledge equivalent.

Target audience

Managers and administrative staff

Content

1-Using Macros
- Understand Macros
- Types of Macros
- Repetitive tasks – 2 types

2-Saving a workbook that contains Macros
- Record a Macro
- Save and open a workbook containing macros
- Create a trusted folder

3-Running a macro
- From the Ribbon
- From the Quick Access Toolbar
- From a shortcut key
- From a button
- From an image, a form or a SmartArt object
- From an absolute or relative reference
- Delete a macro

4- Visual Basic programming language
- Create/edit a macro from the Microsoft Visual Basic Editor
- Produce simple code
- Insert comments
- Run a macro from the Microsoft Visual Basic Editor

Included with your training

Complete guide with explanations and step-by-step

Practical worksheets seen in class

Training Certificate

Shareable recognition badge for your LinkedIn profile

Post-training follow-up offered for 6 months