

Microsoft Excel – Recording Macros

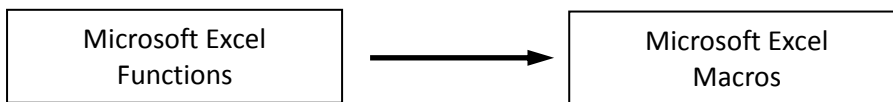
Audience

You are now at the stage of having mastered most of the tools available within Excel, but now you want to go one step further – creating your own simple automation tools. Some of the repetitive tasks that you complete on a regular basis can be condensed into one click of the mouse. This course opens the door to creating macros – a record of actions to complete a task within a spreadsheet.

Duration

3 hours

Prior Learning Segment



You must be able to navigate efficiently within Excel and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Excel - Functions course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Record and Run a Macro
- Absolute vs. Relative Referencing
- The Personal Macro Workbook
- Assigning Macros
- Editing and Copying a Macro
- Run Macros Automatically
- Apply Macro Security

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to develop skills with Microsoft Excel enabling you to create macros to automate repetitive tasks.

Next Learning Segment

