



# Excel 365 Level 3 Macros

## Web presentation

90 mins

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### Is this course for you?

You want automate some Excel tasks you perform regularly, such as formatting worksheets

*This course includes topics from the Excel Intermediate course*

### Pre-requisites

The course assumes that delegates are familiar with:  
entering data in Excel.

To take part in this course, delegates will need an internet-connected device with camera and microphone, and an internet connection which can stream video in reasonable quality.

**Course duration: 90 mins**

### Course objectives

At the end of the course, you will understand what a macro is, and be able to record a sequence of actions using the macro recorder. You will know how to store workbooks containing macros, and be able to examine macro code.

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#### What is a macro?

Understand what a macro is and when you might use one

#### Set up your PC

- Turn on display of file extensions
- Turn on the Developer tab
- Check macro security settings

#### Record a macro

- Use the macro recorder to record a sequence of steps
- Save a workbook containing macros
- Use the Relative References button

#### Run a macro

- Run a macro from the Developer tab

#### Visual Basic Editor

- Display the Editor
  - Examine macro code
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**This is a provisional course outline and may change**