

Introduction to Excel Macros Part 1

Written and Presented by David H. Ringstrom, CPA Accounting Advisors, Inc. www.accountingadvisors.com

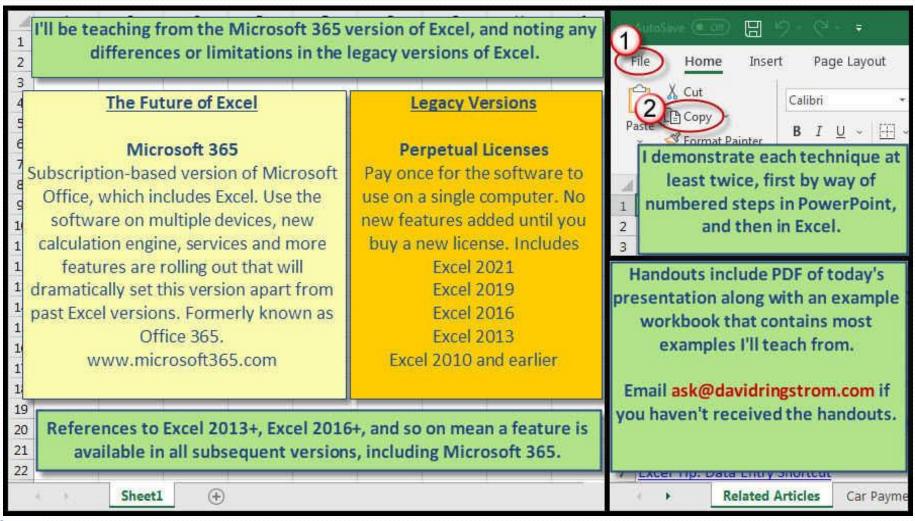


About the speaker:

David H. Ringstrom, CPA, is an author and nationally recognized instructor who teaches scores of webinars each year. His Excel courses are based on over 25 years of consulting and teaching experience. His mantra is "Either you work Excel, or it works you." David offers spreadsheet and database consulting services nationwide.



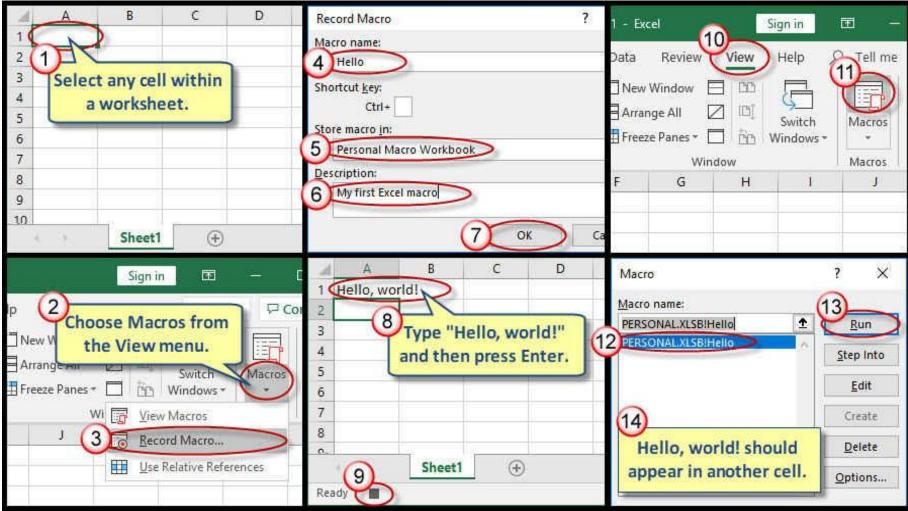
Excel Versions







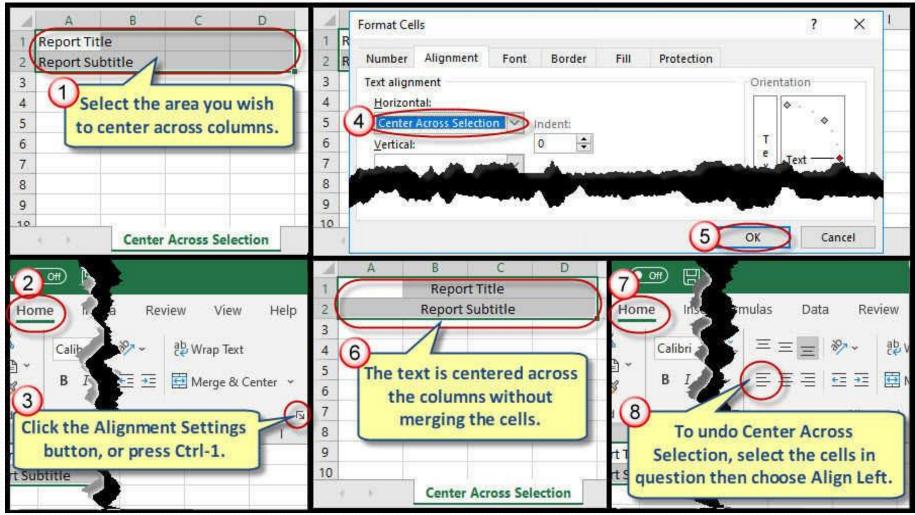
Macro Recorder Introduction







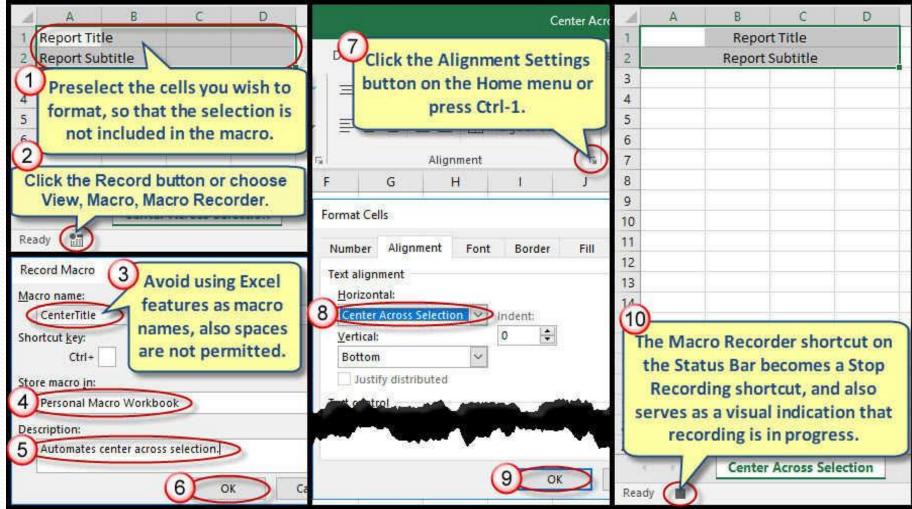
Center Across Selection







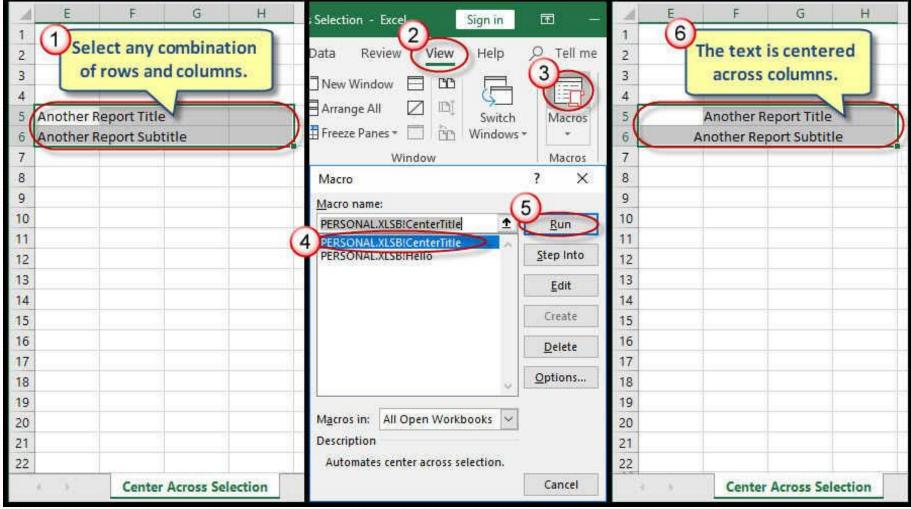
Automating Center Across Selection







Manually Running Our New Macro







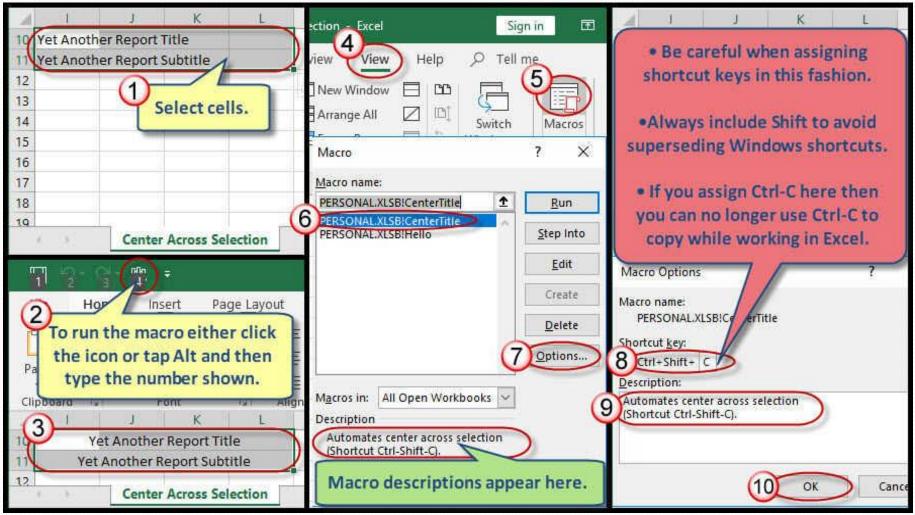
Creating an Icon for Our Macro







Shortcuts for Running a Macro







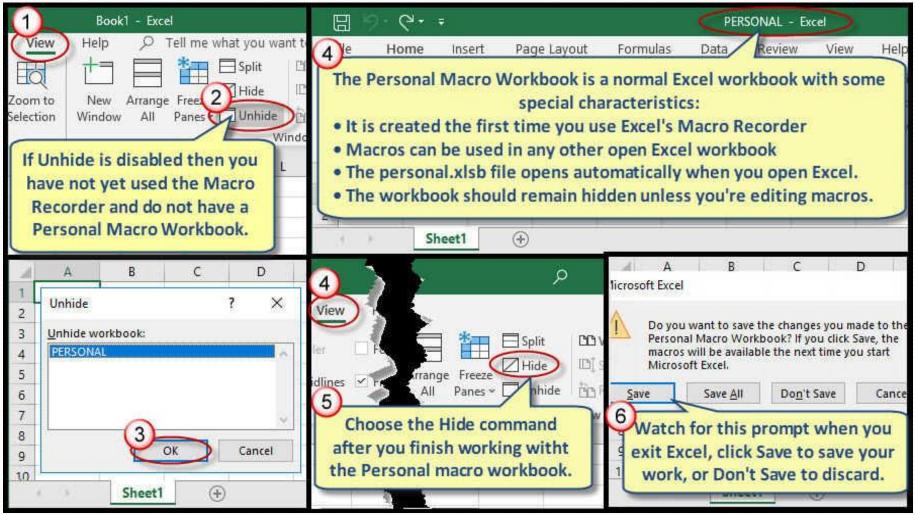
What are the Risks?

1	A	В	C	D	E	F	G	Н	1	J	K	L	M
1	When you	run a mad	ro, you car	n't undo an	y previou	s steps tha	t you carrie	ed out. Sav	e your wo	k frequent	ly!		
2				THE PERSON NAMED IN COLUMN		principal designation of the particle of					A. Paris		
3	Recorded	macros are	e unable to	make any	decisions	, so the ma	cro record	er is only u	useful for s	imple but r	epetitive	tasks.	
4													
5	Recorded	macros ca	n easily bro	eak if the u	ser change	es the nam	e of a wor	ksheet or r	modifies th	e structure	of a work	csheet.	
6													
7	Keyboard	shortcuts	for macros	can potent	tially over	ride an Exc	el or Wind	ows shorte	cut, such as	ctrl-C.			
8													
9	In Excel 20	07 and lat	er, users ca	an inadvert	tently rem	ove macro	s from a fil	le by savin	g in the XL	SX format.			
10													
11													
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18	It's also	easy to	o forget	to turn o	ff the								
19	macr	record	ler and in	nadverte	ntly								
20				an you in	ALCOHOLD STATE OF THE PARTY OF								
21	- Compression	The second second	and the second second	Control of the Contro	- Service March								





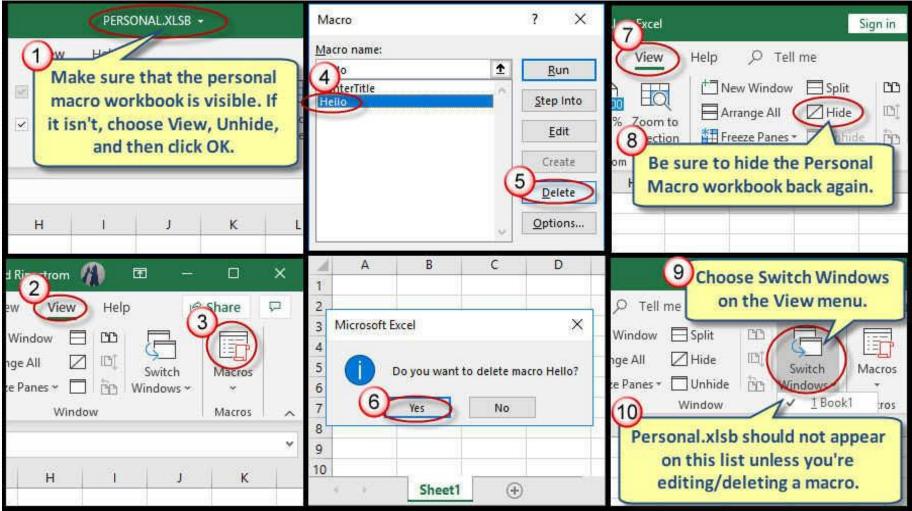
What is the Personal Macro Workbook?







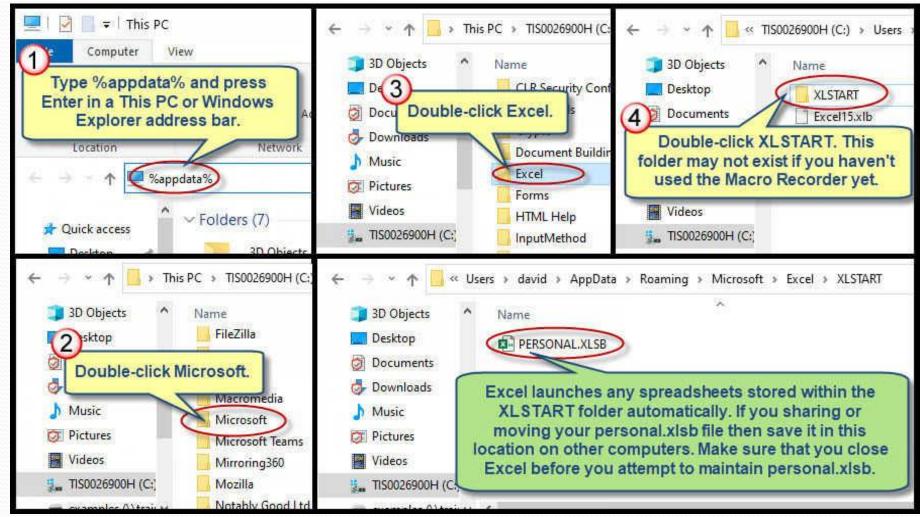
Deleting a Macro







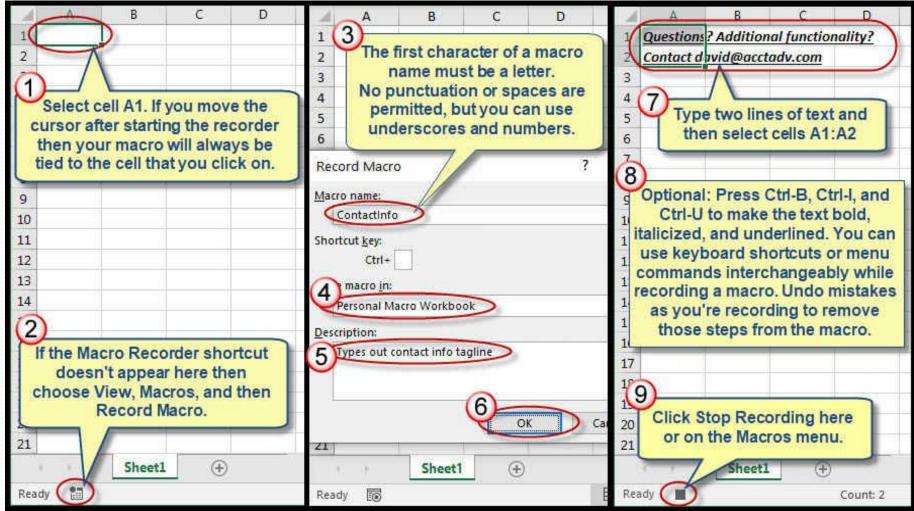
Path to Personal Macro Workbook







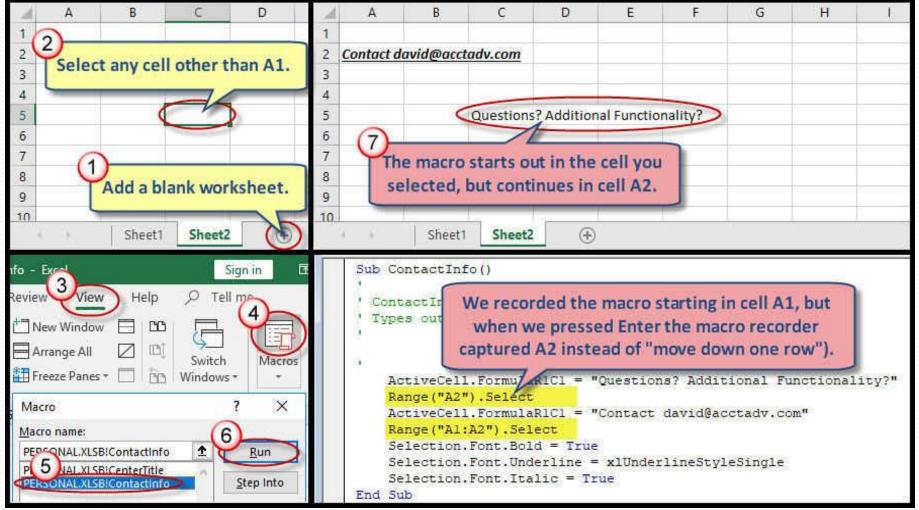
Recording a Simple Contact Info Macro







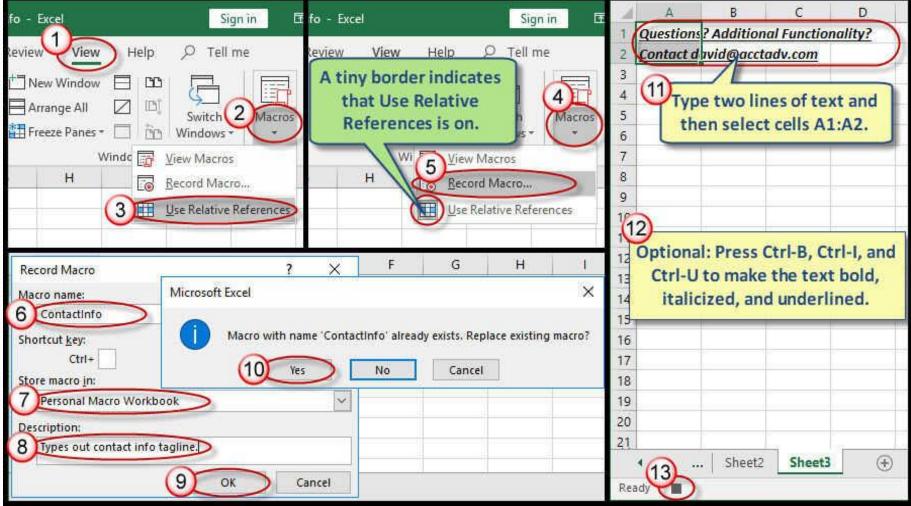
Running the Contact Info Macro







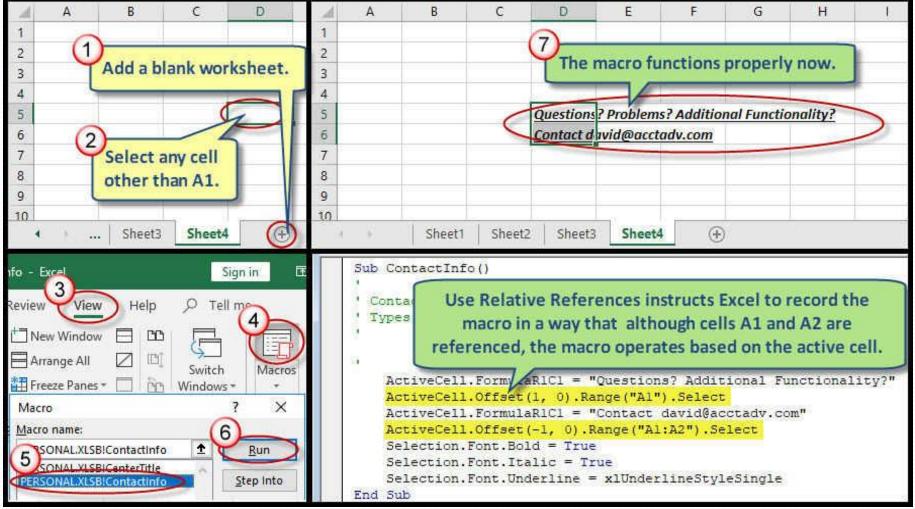
Re-recording with Relative References







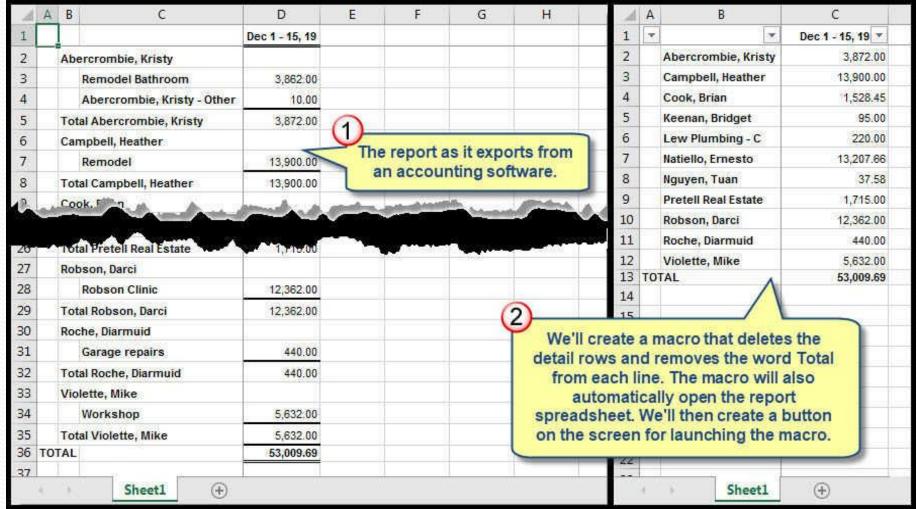
Playing Back the Re-Recorded Macro







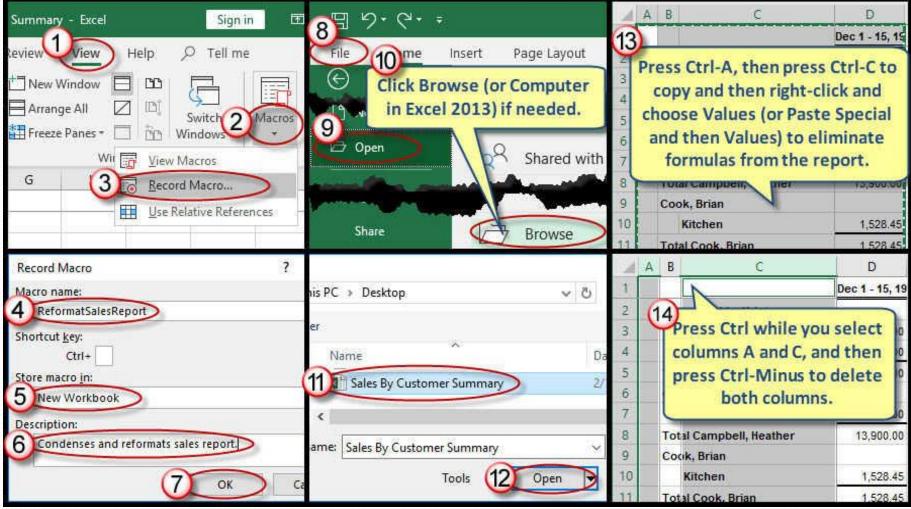
Planning to Automate a Repetitive Task







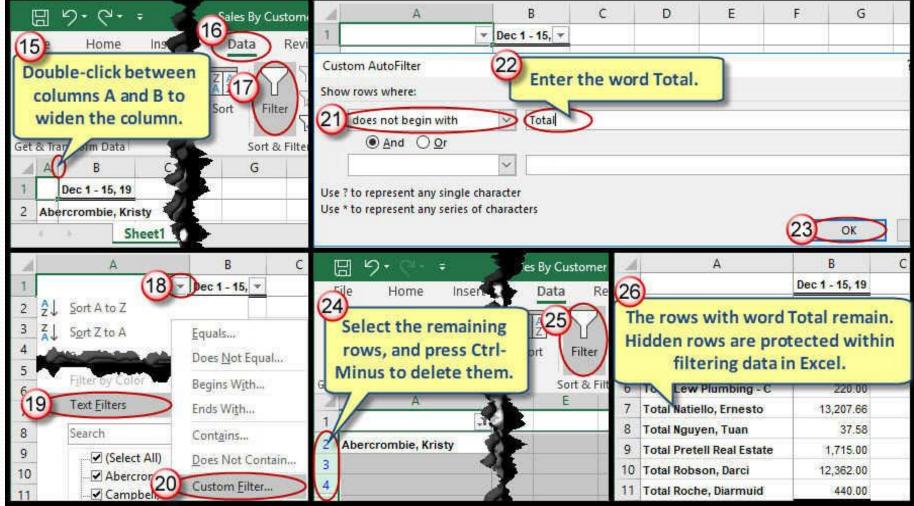
Accounting Report Macro: Clean-Up







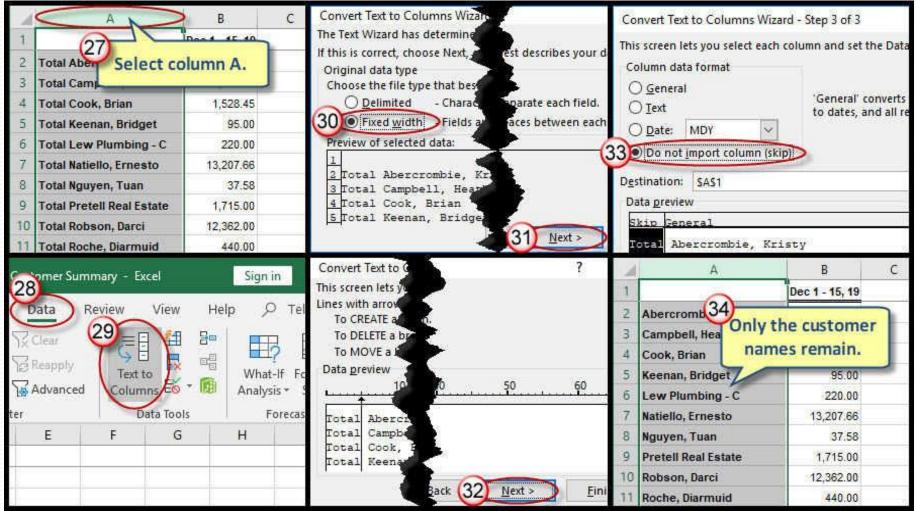
Accounting Report Macro: Filtering







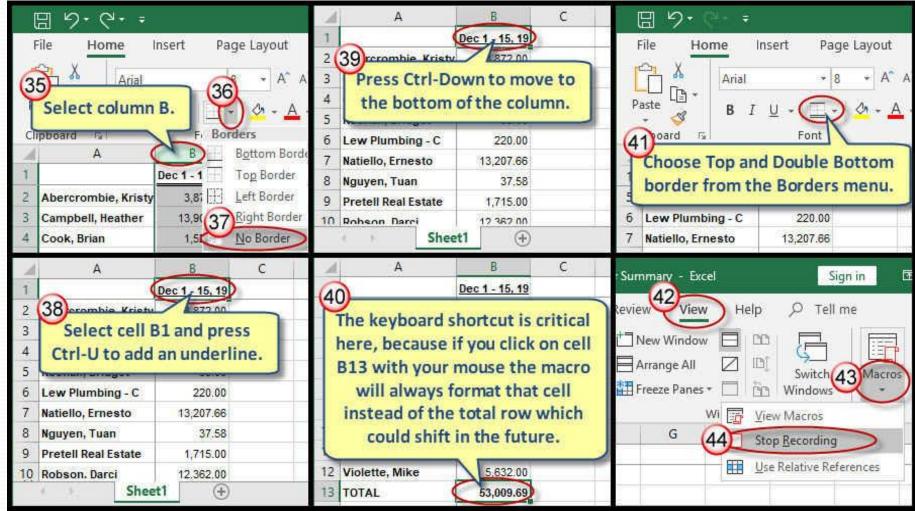
Accounting Report Macro: Text to Columns







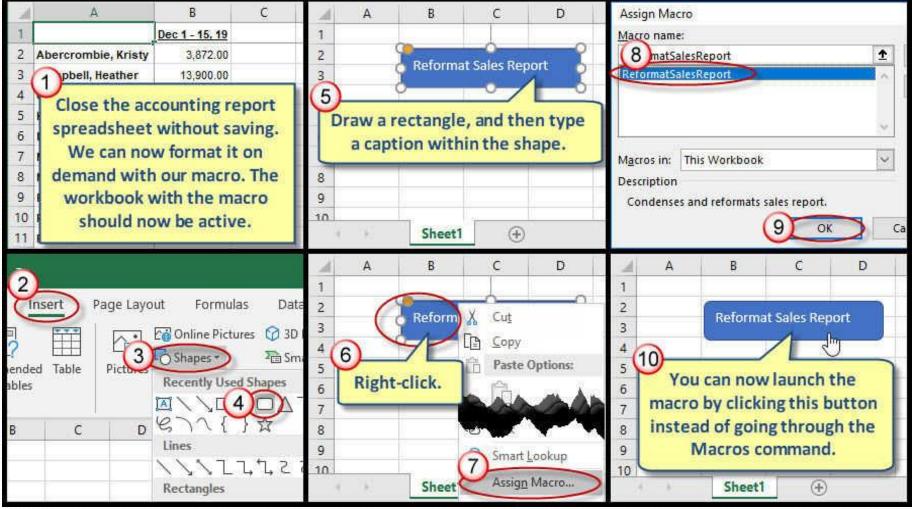
Accounting Report Macro: Stop Recording







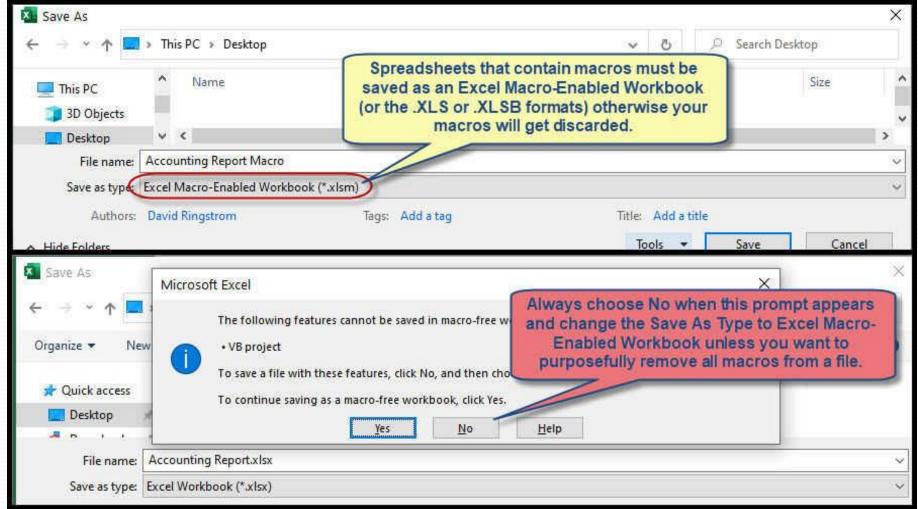
Creating a Clickable Shape







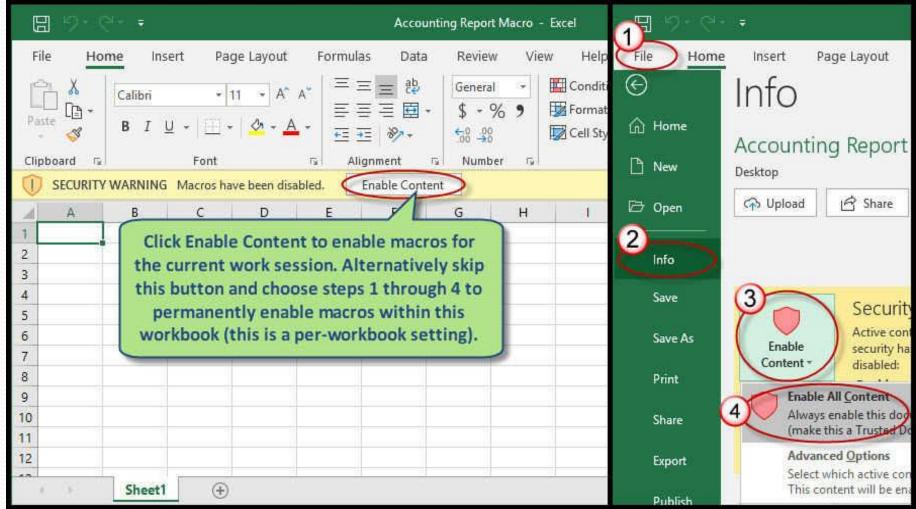
Saving Workbooks That Contain Macros







Macro Security Notification Prompt





Thank you for attending!

I'm happy to hear from you. In particular let me know if you did not receive the handouts for this presentation.

David Ringstrom, CPA







Is there something you were hoping to learn today but didn't? Please let me know. You can ask me anything about Excel.

region 1