Microsoft Excel Series - Part 1: Shake Hands with Macros

Description: Part 1 of this four-part webinar series on Microsoft Excel macros will cover the automation possibilities that Excel macros offer and the nuances of Excel's Personal Macro Workbook. Excel expert David Ringstrom, CPA, will also define how to use Excel's Record Macro feature to automatize repetitive tasks, including cleaning up reports you've exported from an accounting package, creating your own keyboard shortcuts for Excel features and scrubbing your data. You'll learn how to manage macro security prompts, how to use Excel's Personal Macro Workbook and what actions to take if you make an error while recording a macro.

Objectives of the Presentation:
- Convert .XLS workbooks to the up-to-date .XLSX format with just two keystrokes
- Decipher and manage Excel's macro security prompts
- Discover how to use Excel's Personal Macro Workbook
- Learn how to use Excel's Record Macro feature to create simple macros, without having any knowledge of programming
- Learn the risks and frustrations of using merged cells in Excel worksheets
- Understand how macros are used in Excel, along with the risks and benefits associated with them

Why Should you Attend:
Excel expert David Ringstrom, CPA, will help participants gain a basic understanding of Excel macros. Program participants will also learn how to automate repetitive tasks, learn more about Excel's Record Macro feature, discover how to store macros in a Personal Macro Workbook for future use and learn how to create a shortcut on the Quick Access Toolbar.

David will demonstrate techniques from Excel 2016, but his detailed handouts identify differences in Excel 2007, 2010, 2013, and 2016 when needed. His webcasts are fast-paced and attendees often are surprised at the amount of ground he covers in a session. He welcomes participants' questions, so come ready to pick his brain. David's detailed handouts with numbered steps, serve as reference material you can utilize going forward. He also provides an Excel workbook that includes most of the examples he uses during the webcast.

Areas Covered:
- Understanding the concept of Excel macros as well as the Visual Basic for Applications (VBA) macro
- Using Excel's Record Macro feature to create simple macros
- Determining when to use Relative References with Excel's macro recorder
- Recovering from mistakes you've made while recording macros
- Understanding the nuances of Excel's Personal Macro Workbook and why you might want to use it
- Creating an icon on your Quick Access Toolbar so you can launch frequently used macros with a mouse click or a keyboard shortcut

Ordering:
Order Online - http://www.researchandmarkets.com/reports/4027298/

Order by Fax - using the form below

Order by Post - print the order form below and send to

Research and Markets,
Guinness Centre,
Taylors Lane,
Dublin 8,
Ireland.
Fax Order Form
To place an order via fax simply print this form, fill in the information below and fax the completed form to 646-607-1907 (from USA) or +353-1-481-1716 (from Rest of World). If you have any questions please visit
http://www.researchandmarkets.com/contact/

Order Information
Please verify that the product information is correct and select the format(s) you require.

Product Name: Microsoft Excel Series - Part 1: Shake Hands with Macros
Web Address: http://www.researchandmarkets.com/reports/4027298/
Office Code: SC

Product Formats
Please select the product formats and quantity you require:

<table>
<thead>
<tr>
<th>Quantity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Access</td>
<td></td>
</tr>
<tr>
<td>(Recorded) -</td>
<td>USD 300</td>
</tr>
<tr>
<td>Single User:</td>
<td></td>
</tr>
<tr>
<td>CD - Single User:</td>
<td>USD 450 + USD 56 Shipping/Handling</td>
</tr>
</tbody>
</table>

* Shipping/Handling is only charged once per order.
* The price quoted above is only valid for 30 days. Please submit your order within that time frame to avail of this price as all prices are subject to change.

Contact Information
Please enter all the information below in BLOCK CAPITALS

Title:                       Mr  □  Mrs  □  Dr  □  Miss  □  Ms  □  Prof  □
First Name:                  ________________________________  Last Name:  ________________________________
Email Address: *              ________________________________
Job Title:                   ________________________________
Organisation:                ________________________________
Address:                     ________________________________
City:                        ________________________________
Postal / Zip Code:           ________________________________
Country:                     ________________________________
Phone Number:                ________________________________
Fax Number:                  ________________________________

* Please refrain from using free email accounts when ordering (e.g. Yahoo, Hotmail, AOL)
Payment Information

Please indicate the payment method you would like to use by selecting the appropriate box.

☐ Pay by credit card: You will receive an email with a link to a secure webpage to enter your credit card details.

☐ Pay by check: Please post the check, accompanied by this form, to:

Research and Markets,
Guinness Center,
Taylors Lane,
Dublin 8,
Ireland.

☐ Pay by wire transfer: Please transfer funds to:

<table>
<thead>
<tr>
<th>Account number</th>
<th>833 130 83</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort code</td>
<td>98-53-30</td>
</tr>
<tr>
<td>Swift code</td>
<td>ULSBIE2D</td>
</tr>
<tr>
<td>IBAN number</td>
<td>IE78ULSB98533083313083</td>
</tr>
<tr>
<td>Bank Address</td>
<td>Ulster Bank, 27-35 Main Street, Blackrock, Co. Dublin, Ireland</td>
</tr>
</tbody>
</table>

If you have a Marketing Code please enter it below:

Marketing Code: ______________

Please note that by ordering from Research and Markets you are agreeing to our Terms and Conditions at http://www.researchandmarkets.com/info/terms.asp

Please fax this form to:

(646) 607-1907 or (646) 964-6609 - From USA
+353-1-481-1716 or +353-1-653-1571 - From Rest of World