

## ***Developing Macros***

- Create a Macro with the Macro Recorder
- Creating / Editing in VBA
- Debug a Macro
- Customize the Quick Access Toolbar and Hotkeys
- Work with Macro Security
- Assigning A Button
- Create a button on sheet

## ***Formatting Worksheets Using Macros***

- Insert Text
- Format Text
- Sort Data
- Duplicate Data
- Generate a Report

## ***VBA Window***

- Learn the parts of the VBA environment
- Debugging
- Explorer
- Toolbars
- Locals Window

## ***Creating an Interactive Worksheet***

- Determine Dialog Box
- Learn the functionality of the MsgBox
- Capture User Input - Inputbox
- Generate Reports

## ***Performing Calculations***

- Create User-Defined Functions
- Automate SUM Functions