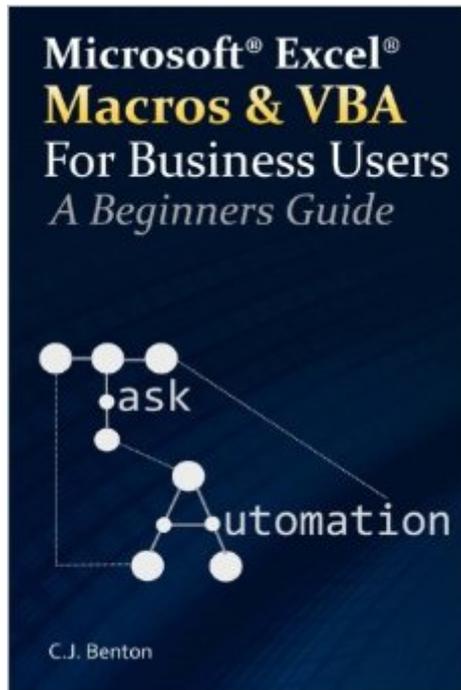# Excel Macros & VBA For Business Users - A Beginners Guide

Synopsis

An Excel® Macros and VBA book developed for business users! Readers will be able to refer back to this book time and time again. Written with little technical jargon and divided into five easy to follow segments. Business users of all types will learn how to automate tasks, improve productivity, and reduce the occurrence of errors in standardized processes. The book begins by providing a foundation on how Macros & VBA (Visual Basic for Applications) work, followed by step-by-step examples on recording and troubleshooting macros. Continuing with how to enhance your code with Looping and Decision Structures. From the easy to the more complex, this book has something to offer all business users. Macro Fundamentals How to record a macro How to modify and test macros How to utilize the Personal Macro Workbook How to use the debugging tools Macro Examples Include Report formatting Data analysis - Analyzing test results Importing and parsing text and .CSV files Macro to save each worksheet as a separate workbook file Macros to sort worksheets either alphabetically or numerically Printing all worksheets in a workbook Dynamic Quarterly and Year-To-Date reporting Intermediate Topics An introduction to Looping with easy to follow examples How to incorporate If...Then...Else statements How to incorporate Select...Case statements Protecting macro code Imagine the time you'll save by not having to search the internet or help files to learn the most practical ways of using one of Microsoft® Excel ™s® best features.

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