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Microsoft 365 Excel
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Record Procure & AI-Generated Macros

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Discover how to automate your most repetitive Excel tasks in Excel Macros, VBA & ChatGPT Automation—a comprehensive course that empowers users to take control of time-consuming operations without needing to be expert programmers. This hands-on class shows how to record, edit, and run macros that streamline formatting, perform multi-step calculations, and reshape data with a single click. You'll start with macro recording basics and then learn how to edit and expand those automations using Visual Basic for Applications (VBA). You'll practice assigning macros to buttons, customizing code for efficiency, and building useful tools like user-defined functions (UDFs) and interactive prompts. A standout feature of this course is the integration of ChatGPT as your VBA assistant—just describe the task you want automated, and ChatGPT helps you generate, revise, and troubleshoot the code. Whether you're consolidating reports, manipulating rows, printing multiple sheets on one page, or building input-driven tools from scratch, this course equips you to automate confidently and creatively. You'll also explore the use of prewritten code packets, understand macro module structure, and learn best practices for storing and protecting your macros—whether using the Personal Macro Workbook or standard modules.

MACRO RECORDING BASICS

- Record macros without writing any code
- Save formatting, deletion, or navigation sequences
- Record in stages to isolate and reuse automation pieces

ASSIGNING MACROS TO CONTROL

- Link macros to buttons, icons, and shortcuts
- Add macros to the Ribbon or Quick Access Toolbar
- Organize macros for different tasks or departments

CHATGPT MACRO GENERATION FOR EXCEL

- Prompt ChatGPT with natural language task descriptions
- Get custom VBA code without writing it yourself
- Troubleshoot or expand macros through ChatGPT conversation
- Combine AI and VBA for rapid Excel automation at scale

VBA CODE FUNDAMENTALS

- Edit recorded macros in the Visual Basic Editor
- Understand macro modules and code structure
- Customize recorded macros to do more with less effort
- Using formatting shortcuts to maintain consistency

INSERTING AND MANAGING VBA CODE PACKETS

- Use prewritten code to add features Excel doesn't offer by default
- Insert, edit, export, and delete modules with precision
- Build task-specific macros like color-based filters, blank row deletion, or cell protection

PRACTICAL MACRO EXAMPLES FOR BUSINESS TASKS

- Convert text to proper case, title case, or uppercase
- Extract numbers, remove extra spaces, or join cell contents
- Protect/unprotect all sheets, delete rows by criteria, and apply color banding

USER-DEFINED FUNCTIONS (UDFs)

- Create new formulas using VBA that extend Excel's calculation engine
- Save and reuse UDFs across multiple workbooks
- Understand when to use UDFs vs. standard functions

TIER-TWO AUTOMATION PROJECTS

- Create amortization prompts using Input Boxes
- Print multiple sheets on one page
- Solve custom logic challenges like Sudoku via macro logic

MACRO SECURITY & BEST PRACTICES

- Understand macro warning levels and digital signatures
- Store macros safely and prevent accidental execution
- Know when to use Personal Macro Workbook vs. standard modules