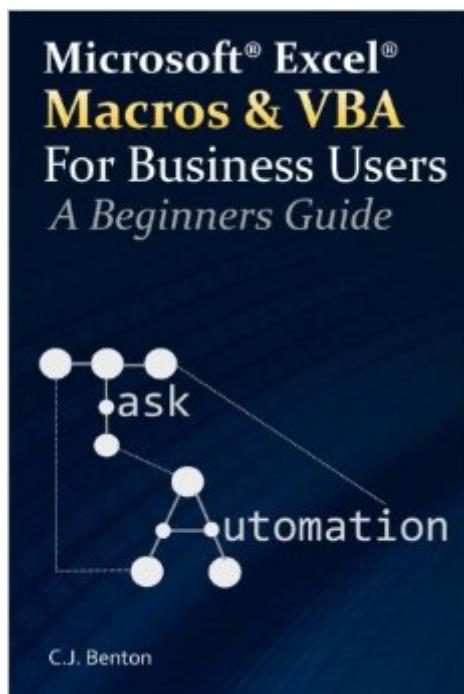


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# Excel Macros & VBA For Business Users - A Beginners Guide



## 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.

## Book Information

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