

# **Outline – Excel Macros & Pivot Tables**

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## **CREATING AND USING PERSONAL MACROS**

**What is a Macro?**

**Recording a Personal Macro**

**Running a Personal Macro**

**Displaying Macro Instructions**

**Editing a Macro**

**Using Absolute and Relative Cell References in a Macro**

## **CREATING AND USING WORKBOOK MACROS**

**Recording and Running a Workbook Macro**

**Adding a Macro Button to a Worksheet**

## **Pivot Tables**

**Creating Pivot Tables**

**Creating Pivot Charts**

**Editing the Data**

**Editing the Fields**

**Changing the Formulas**