



## Microsoft® Office Excel: Introduction to VBA Macros

**Course Objective:** Excel Macros can be used to automate redundant tasks. In this class you will learn to integrate recorded macros with VBA code. Not only will you be recording macros, but you will also be working with and writing visual basic code. By the end of class, you should find that with some basic VBA techniques, you can make macros do some pretty amazing things. The follow-up course Advanced VBA Macros is also available.

**Prerequisites:** To ensure your success, we recommend that you have experience with macros, intermediate level formulas, charting, and data management tools such as sorting and filtering. Students can obtain this level of skill through our Level 1, 2 and 3 courses. You should also be aware that our VBA classes are somewhat technical in nature since they involve programming. If you have any questions, feel free to contact us to discuss if this level is right for you.

**Excel 2016 and earlier users:** Please note that our standard class is currently taught using version 2010 due to the similarities between versions. Users on other versions of Excel should have no real difficulties navigating in this class since Excel's Macro features are easily accessible and similar in all versions. Private Corporate training can be taught using 2007, 2010, 2013, or 2016.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

### Lesson 1: Developing Macros

Topic 1A: Create a Macro with the Macro Recorder  
Topic 1B: Edit a Macro  
Topic 1C: Debug a Macro  
Topic 1D: Customize Toolbars, Menus, and Hotkeys

### Lesson 2: Formatting Worksheets

Topic 2A: Sort Data  
Topic 2B: Insert Rows and Columns  
Topic 2C: Insert Text  
Topic 2D: Format Text  
Topic 2E: Duplicate Data  
Topic 2F: Generate a Report

### Lesson 3: Creating an Interactive Worksheet

Topic 3A: Determine Dialog Box Type  
Topic 3B: Capture User Input

### Lesson 4: Working with Multiple Worksheets

Topic 4A: Insert, Copy, and Delete Worksheets  
Topic 4B: Rename Worksheets  
Topic 4C: Modify the Order of Worksheets  
Topic 4D: Print Worksheets

### Lesson 5: Performing Calculations

Topic 5A: Create User-Defined Functions  
Topic 5B: Automate SUM Functions

#### Additional Items:

Version 2003 vs 2007 - Interface Differences (as needed)



## Microsoft® Office Excel: Advanced VBA Macros

**Course Objective:** This is the follow-up class to Introduction to VBA Macros. In this class we continue using VBA to automate Excel tasks. Explore more fundamentals of Excel VBA including effective decision making, using worksheet events, debugging and error handling.

**Prerequisites:** Due to the technical content, Introduction to VBA Macros is required prior to enrolling in this course. Before taking this course, you should be comfortable recording macros, finding and editing macros as well as writing basic VBA code. You should also be aware that our VBA classes are somewhat technical in nature since they involve programming. If you have any questions, feel free to contact us to discuss if this course is right for you.

Microsoft Excel Version Notice:

- Excel 2013 and earlier can be used by the student in this class. Our class is typically taught using version 2010 due to the similarities between all versions with macro features. For other version users, we point out specific interface differences. Please include a note with your registration on which version you prefer to use.
- Private Corporate training can be taught using 2007, 2010 or 2013.

## Excel VBA Macros Training Course Content

- More Fundamentals of Excel VBA: The Visual Basic Editor, Objects and Properties
- Excel Objects: Object Hierarchy, Application, Workbook, Worksheet, and Range
- Variables and Constants: Data types, Variable Levels and Declaring Variables
- Loops: Types of Loops and Using Loops
- Effective Decision Making: IF/AND/OR, Select Case
- Workbook and Worksheet Events
- Debugging and Error Handling: Error Handling and Prevention
- Excel Worksheet Functions in VBA: Specific Examples
- User Forms Introduction