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.

Delivery Method: Instructor-led, group-paced, hands-on online-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)