



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Excel®: VBA

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Participants will learn how to automate their job tasks in either Microsoft Office Excel 2010/2013/2016/2019/365.

Target Audience

This course is intended for:

- Advanced Microsoft Excel professionals that need to automate Excel spreadsheet tasks using Visual Basic for Applications (VBA).

Prerequisites

To attend this course, candidates must have:

- The equivalent knowledge and skills in:
 - *Microsoft Office Excel: Part 1*
 - *Microsoft Office Excel: Part 2*
 - *Microsoft Office Excel: Part 3*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Develop a macro.
- Format worksheets using macros.
- Create an interactive worksheet.
- Work with multiple worksheets.
- Perform calculations.



Course Topics

Module 1: Developing Macros

- Create a Macro Using the Macro Recorder
- Edit a Macro
- Debug a Macro
- Customize the Quick Access Toolbar and Hotkeys
- Set Macro Security

Module 2: Formatting Worksheets Using Macros

- Insert Text
- Format Text
- Sort Data
- Duplicate Data
- Generate a Report

Module 3: Creating an Interactive Worksheet

- Determine the Dialog Box Type
- Capture User Input

Module 4: Working with Multiple Worksheets

- Insert, Copy, and Delete Worksheets
- Rename Worksheets
- Modify the Order of Worksheets
- Print Worksheets

Module 5: Performing Calculations

- Create User-Defined Functions
- Automate SUM Functions

ACTIVITIES INCLUDED