

Microsoft® Office Excel® 2007: VBA

Course Length: 1 Day

Course Description

In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of the spreadsheet development. In this course, you will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that you can perform using various tools and functions in Excel 2007.

Course Objective: You will apply automation to job tasks in Microsoft® Office Excel® 2007.

Target Student: Advanced Microsoft Excel professionals who need to automate Excel spreadsheet tasks using Visual Basic for Applications (VBA).

Prerequisites: Knowledge of Microsoft® Office Excel® 2007, including how to create, edit, format, and print worksheets that contain charts, and sorted and filtered data. To ensure your success, we recommend the following ElementK courses, or equivalent knowledge in Microsoft® Office Excel® 2007: Level 1, Microsoft® Office Excel® 2007: Level 2, and Microsoft® Office Excel® 2007: Level 3.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

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

- Create, edit, and debug a macro.
- Format worksheets using macros.
- Create an interactive worksheet.
- Work with multiple worksheets.
- Perform calculations.

Course Content

1. Developing Macros

- Create a Macro with the Macro Recorder
- Edit a Macro
- Debug a Macro
- Customize the Quick Access Toolbar and Hotkeys
- Work with Macro Security

2. Formatting Worksheets Using Macros

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



3. Creating an Interactive Worksheet

- Determine the Dialog Box Type
- Capture User Input

4. Working with Multiple Worksheets

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

5. Performing Calculations

- Create User-Defined Functions
- Automate SUM Functions

