



# Microsoft® Excel 2010 Intro to VBA

## Course Description:

In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, 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 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 2010.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** You will apply automation to tasks in Excel Office 2010 to automate repetitive tasks.

## 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

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

**Prerequisite:** Before taking this course, students should have taken Excel 2010 Levels 1-4, and be comfortable with creating, editing, formatting, and printing worksheets that contain charts, and sorted and filtered data.

## Course Outline

### Developing Macros

- Create a macro with a macro recorder
- Edit and debug a macro
- Customize the Quick Access Toolbar and hotkeys
- Work with macro Security

### Formatting Worksheets Using a Macro

- Insert text
- Format text
- Sort data
- Duplicate data
- Variables
- Control structures

### Creating an Interactive Worksheet

- Determine the dialog box type
- Capture user input
- Decision structures

### Working with Multiple Worksheets

- Insert, copy, and delete worksheets
- Rename worksheets
- Modify the order of worksheets
- Print worksheets

### Performing Calculations

- Create user-defined functions
- Automate SUM functions