

Excel 2003: Introduction to 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 spreadsheet development. In *Excel 2003: Introduction to VBA* you apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks you learned in *Excel 2003: Introduction* and *Excel 2003: Intermediate*.

Course Objective: You will use VBA to create macros for automating repetitive tasks in Excel 2003.

Target Student: Students looking to gain the skills necessary to apply VBA to develop macros, format worksheets, create user-interactive macros, work with multiple worksheets, and perform calculations. In addition, students who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

Prerequisites: To ensure your success, we recommend you first take the *Excel 2003: Intermediate* Element K course or have equivalent knowledge.

Software Requirements:

- ◆ Either Windows XP Professional with Service Pack 1, or Windows 2000 Professional with Service Pack 3
- ◆ Microsoft Office 2003 Professional Enterprise Edition

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Develop macros.
- ◆ Format worksheets.
- ◆ Create an interactive worksheet.
- ◆ Work with multiple worksheets.
- ◆ Perform calculations.

Course Content

Lesson 1: Developing Macros

- Create a Macro with the Macro Recorder
- Edit a Macro
- Debug a Macro
- Customize Toolbars, Menus, and Hotkeys

Lesson 2: Formatting Worksheets

- Sort Data
- Insert Rows and Columns
- Insert Text
- Format Text
- Duplicate Data
- Generate a Report

Lesson 3: Creating an Interactive Worksheet

- Determine Dialog Box Type
- Capture User Input

Lesson 4: Working with Multiple Worksheets

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

Lesson 5: Performing Calculations

- Create User-defined Functions
- Automate SUM Functions

Appendix A: Microsoft Office Specialist Program

If you have any questions about this course, please call CompuTrain at (713) 349-9186.