Course Length --- 1 Day
Course Format ---Instructor-Led

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Microsoft® Office Excel® 2016
VBA (Macros)

Course Description

Course Objective: You will automate your job tasks in Microsoft® Office Excel® 2016.

Target Student: This course is intended for advanced Microsoft Excel professionals that need to automate Excel spreadsheet tasks using Visual Basic for Applications (VBA).

Prerequisites: Knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data. Students are recommended to first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Excel® - Introduction
- Microsoft® Office Excel® - Intermediate
- Microsoft® Office Excel® - Advanced

Course Objectives

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

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

Course Content

Lesson 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

Lesson 2: Formatting Worksheets Using Macros
- Insert Text
- Format Text
- Sort Data
- Duplicate Data Generate a Report

Lesson 3: Creating an Interactive Worksheet
- Determine the 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