

Excel 2003 VBA Introduction

2 day course

Overview

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 Level 1 and Excel 2003 Level 2.

Prerequisites

To ensure your success, we recommend you first take the Excel 2003 Level 2 Systematix course or have equivalent knowledge.

Benefits

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.

Course Content:

Developing Macros

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

Formatting Worksheets

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

Creating an Interactive Worksheet

- Determine Dialog Box Type
- Capture User Input

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
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