

## COURSE OUTLINE



Course Code: EU-EXLVBA

### Microsoft Excel 365 VBA

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Entry	VILT/ ILT	N/A	Entry

### Course Overview

VBA is Microsoft's powerful development tool for creating macros in Excel and other Microsoft Office applications.

This course is intended to help all intermediate to advanced users get up to speed quickly with Visual Basic for Applications. It will cover different features of the Visual Basic Editor interface; show users how to record, edit, debug, and manage macros; and learn about the syntax that VBA uses to create macros.

### Topics

#### Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

#### Developing Macros

This lesson gets students right into the thick of developing macros for Microsoft 365 Excel. It shows how to create a macro using the Macro Recorder, how to edit a macro, and how to debug a macro. It also

covers how to customize the Quick Access toolbar and hotkeys and looks at how to set macro security.

### **Formatting Worksheets Using Macros**

Lesson two digs into the skills of worksheet formatting. Covered in this lesson is how to: insert text with a macro, format text with a macro, sort data with a macro, duplicate data with a macro, and generate a report with a macro.

### **Creating an Interactive Worksheet**

The third lesson in this course covers interactive worksheets. The topics covered were how to determine the appropriate dialog box types to use and how to capture user input using a variety of techniques.

### **Working with Multiple Worksheets**

The topics of this lesson are how to: insert, copy, and delete worksheets using macros, rename worksheets using macros, modify the order of worksheets using macros, and print worksheets using macros.

### **Performing Calculations**

The final lesson of this course covers how to create user-defined functions in macros and how to automate SUM functions with a macro.

### **Workshop Wrap-Up**

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

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