

Microsoft® Office Excel® 2007: VBA

Course Specifications

Course number: 084037
Software: Microsoft® Office 2007
Course length: 1.0 day(s)

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 the 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 2007.

Course Objective: You will apply automation to job tasks in Microsoft® Office Excel® 2007.

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

Prerequisites: Knowledge of Microsoft® Office Excel® 2007, including how to create, edit, format, and print worksheets that contain charts, and sorted and filtered data. To ensure your success, we recommend the following ElementK courses, or equivalent knowledge in Microsoft® Office Excel® 2007: Level 1, Microsoft® Office Excel® 2007: Level 2, and Microsoft® Office Excel® 2007: Level 3.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

For this course, you need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configuration:

- 500 MHz processor or higher
- 512 MB of RAM
- 20 GB of free hard disk space
- CD-ROM drive
- Mouse or other pointing device
- 1024 x 768 resolution video card and monitor
- Network cards and cabling for local network access
- Internet access
- Printer (optional)
- Projection system to display the instructor's computer screen

Platform Requirements

- Microsoft® Windows® XP

Software Requirements

- Windows® XP Professional with Service Pack 1 or Windows® 2000 Professional with Service Pack 3
- Microsoft® Office 2007 Professional Enterprise Edition

Performance-Based Objectives

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.

Course Content

Lesson 1: Developing Macros

- Topic 1A: Create a Macro with the Macro Recorder
- Topic 1B: Edit a Macro
- Topic 1C: Debug a Macro
- Topic 1D: Customize the Quick Access Toolbar and Hotkeys
- Topic 1E: Work with Macro Security

Lesson 2: Formatting Worksheets Using Macros

- Topic 2A: Insert Text
- Topic 2B: Format Text
- Topic 2C: Sort Data
- Topic 2D: Duplicate Data
- Topic 2E: Generate a Report

Lesson 3: Creating an Interactive Worksheet

- Topic 3A: Determine the Dialog Box Type
- Topic 3B: Capture User Input

Lesson 4: Working with Multiple Worksheets

- Topic 4A: Insert, Copy, and Delete Worksheets
- Topic 4B: Rename Worksheets
- Topic 4C: Modify the Order of Worksheets
- Topic 4D: Print Worksheets

Lesson 5: Performing Calculations

- Topic 5A: Create User-Defined Functions
- Topic 5B: Automate SUM Functions