



## Microsoft® Office Excel 2003: Introduction to VBA (Visual Basic for Applications)

EK Course number: 084263, One 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: Level 1* and *Excel 2003: Level 2*.

**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: Level 2* Element K course or have equivalent knowledge.

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

### 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

- Topic 1A: Create a Macro with the Macro Recorder
- Topic 1B: Edit a Macro
- Topic 1C: Debug a Macro
- Topic 1D: Customize Toolbars, Menus, and Hotkeys

#### Lesson 2: Formatting Worksheets

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

#### Lesson 3: Creating an Interactive Worksheet

- Topic 3A: Determine 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

**Appendix A: Microsoft Office Specialist Program**