



Introduction to VBA with Microsoft® Office Excel 2003:

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* 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.

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

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