



Microsoft Office Excel 2007: VBA

MSOF-537

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 Objectives:

Upon completion of the Excel course, students will be able to:

- Apply automation to job tasks in Microsoft Office Excel 2007
- Create, edit, and debug a macro
- Format worksheets using macros
- Create an interactive worksheet
- Develop multiple worksheets
- Perform calculations

Prerequisites:

- Strong knowledge of Microsoft Office Excel 2007, including how to create, edit, format, and print worksheets that contain charts, and sorted and filtered data.
- The following courses or equivalent knowledge is recommended:
 - MSOF-525, Microsoft Office Excel 2007: Level 1
 - MSOF-530, Microsoft Office Excel 2007: Level 2
 - MSOF-535, Microsoft Office Excel 2007: Level 3

Audience:

- Advanced Microsoft Excel Professionals

Course Duration:

1 Day

Course Topics:

I. Developing Macros

- Create a Macro with the Macro Recorder
- Edit a Macro
- Debug a Macro
- Customize the Quick Access Toolbar and Hotkeys
- Work with Macro Security

II. Formatting Worksheets Using Macros

- Insert Text
- Format Text
- Sort Data
- Duplicate Data
- Generate a Report

III. Creating an Interactive Worksheet

- Determine the Dialog Box Type
- Capture User Input

IV. Working with Multiple Worksheets

- Insert, Copy, and Delete Worksheets
- Rename Worksheets
- Modify the Order of Worksheets
- Print Worksheets

V. Performing Calculations

- Create User-Defined Functions
- Automate SUM Functions