

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.

Prerequisites

To ensure your success, we recommend you first take the Excel 2003: Level 2 course or have equivalent knowledge.

Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning.

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.

Outline

Developing Macros

- Create a Macro with the Macro Recorder
- Edit a Macro
- Debug a Macro
- Customize Toolbars, Menus, and Hotkeys

Formatting Worksheets

- Sort Data
- Insert Rows and Columns
- Insert Text
- Format Text
- Duplicate Data
- Generate a Report

Creating an Interactive Worksheet

- Determine Dialog Box Type
- Capture User Input

Working with Multiple Worksheets

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

Performing Calculations

- Create User-defined Functions
- Automate SUM Functions