Course Name	Course Duration
Microsoft Excel VBA	**One Day**

Course Objectives

This course is intended for advanced Microsoft Excel professionals that need to automate Excel spreadsheet tasks using Visual Basic for Applications (VBA).

Course Content

- **Developing Macros**
- Create a Macro Using the Macro Recorder
- Edit a Macro
- Debug a Macro
- Customize the Quick Access Toolbar and Hotkeys
- Set Macro Security
- **Formatting Worksheets Using Macros**
- Insert Text
- Format Text
- Sort Data
- Duplicate Data
- Generate a Report
- **Creating an Interactive Worksheet**
- Determine the 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

Prerequisites

Knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

Interested in this course?

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