

# Excel Macros and VBA

Length/CPE Hours

12.5 hours (2 day class)

Class Time

Day 1 8:30 a.m. – 4:00 p.m. Central Time

Day 2 8:30 a.m. – 3:00 p.m Central Time

45 min break for lunch and a 15-minute morning and afternoon break.

## Course Description

This class is designed for the intermediate to advanced Excel user who wants to expand their knowledge of Excel, specifically in macros. In this class we will learn the ways to record and debug macros. We will work with variables and learn how to write VBA code such as loops and input boxes. In the class you will learn:

### MACRO BASICS

- How to Record a Macro
- Recording Absolute vs. Relative
- Understanding Macro Security Options
- Running the Macro
- Use Macro Option
- Distinguish Options for Storing the Macro

### MODIFYING YOUR MACRO

- Navigating the VBA window
- Editing VBA
- Debugging and Stepping Through a Macro
- Using Break Points
- Deleting a macro

### RUNNING THE MACRO

- Run a Macro Using the Ribbon
- Run a Macro Using Keystrokes
- Assigning the Macro to a button
- Modify the Ribbon and Quick Access Toolbar to add buttons
- Creating a Custom Macro Button in the Workbook.

### WRITING A MACRO IN THE VBA WINDOW

- Learning the InputBox and MsgBox command

- Using the Workbook\_Open Command
- Using Variables in a Macro
- Writing If, Then, Else statements
- Turning the Screen on or off

## WORKING WITH LOOPS

- Learn how to write Loops
- Include variables in Loops

## PRACTICE PROJECTS

Writing Macros takes a great deal of practice. After learning the skills in the above chapters, the class will be assigned projects and the instructor will assist the students in working through each project. This will help reinforce the skills learned in this class.

## Who Should Attend

Intermediate to Advanced Excel users who would like to expand their knowledge of Excel macros.

## Prerequisites

Students must have an Intermediate to Advanced understanding of Microsoft Excel.

### Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.