



# Microsoft Office Excel 2010 VBA: Visual Basic for Applications

## Duration

1 Day (6 instructional hours)

## Audience

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

## Course Description

You will automate your job tasks in Microsoft® Office Excel® 2010.

## Course Objectives

Upon successful completion of this course, students will be able to:

- develop a macro.
- format worksheets using macros.
- create an interactive worksheet.
- work with multiple worksheets.
- perform calculations.

## Prerequisites

Knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data. Students are recommended to first take Excel level three, or have equivalent knowledge.

## Course Outline

### Lesson 1: Developing Macros

- 1A: Create a Macro Using the Macro Recorder
- 1B: Edit a Macro
- 1C: Debug a Macro
- 1D: Customize the Quick Access Toolbar and Hotkeys
- 1E: Set Macro Security

### Lesson 2: Formatting Worksheets Using Macros

- 2A: Insert Text
- 2B: Format Text
- 2C: Sort Data
- 2D: Duplicate Data
- 2E: Generate a Report

### Lesson 3: Creating an Interactive Worksheet

- 3A: Determine the Dialog Box Type
- 3B: Capture User Input

### Lesson 4: Working with Multiple Worksheets

- 4A: Insert, Copy, and Delete Worksheets
- 4B: Rename Worksheets
- 4C: Modify the Order of Worksheets
- 4D: Print Worksheets

### Lesson 5: Performing Calculations

- 5A: Create User-Defined Functions
- 5B: Automate SUM Functions

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