



Microsoft Excel 2003: Visual Basic for Applications

Overview: Students will learn to apply the Visual Basic for Applications (VBA) programming language to develop macros, format worksheets, create user-interactive macros, work with multiple worksheets, and perform calculations in Microsoft Excel 2003.

Prerequisites: Microsoft Excel 2003 Intermediate or equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Developing Macros

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

Lesson 2: Formatting Worksheets

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

Lesson 3: Creating an Interactive Worksheet

- Determine Dialog Box Type
- Capture User Input

Lesson 4: Working with Multiple Worksheets

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

Lesson 5: Performing Calculations

- Create User-defined Functions
- Automate SUM Functions