



**THE
ENTERPRISE
CENTRE**

VBA for Excel

1 Day

Workshop Goal

This **one-day** hands-on workshop will allow participants to simplify their work in Excel by automating many of the repetitive tasks that are part of spreadsheet development. Participants will gain the required skills to apply VBA to develop macros, format worksheets, create user-interactive macros, work with multiple worksheets, and perform calculations.

Topic Outline

- Create a Macro with the Macro Recorder
- Edit a Macro
- Debug a Macro
- Customize Toolbars, Menus, and Hotkeys
- Sort Data
- Insert Rows and Columns
- Insert Text
- Format Text
- Duplicate Data
- Generate a Report
- Determine a Dialog Box Type
- Capture User Input
- Insert, Copy, and Delete Worksheets
- Rename Worksheets
- Modify the Order of Worksheets
- Print Worksheets
- Create User-defined Functions
- Automate SUM Functions

Recommended Prior Learning

Completion of the Introduction to **Excel** workshop and one or more Advanced Excel Workshops or equivalent working knowledge at an intermediate to advanced level