APPLIED TECHNOLOGY ACADEMY

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Microsoft Excel VBA Training

Microsoft Authorized Training · Applied Technology Academy

VBA (Visual Basic for Applications) enables you to enhance and extend the capabilities of Microsoft® Excel® and other applications in the Microsoft® 365 application suite. You can use VBA to perform tasks that would be difficult or impossible to do using only worksheet functions, and you can automate a wide range of tasks so they can be performed faster, more consistently, and with less effort than performing them manually.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Intermediate	**1 Day**	**2 years: Excel**	**$115,000**	**Yes**

Course Overview

In this course, you will develop and deploy VBA modules to solve business problems.

You will:

- Identify general components of VBA and their appropriate use in solving business solutions.
- Record VBA macros to automate repetitive tasks.
- Write VBA code to create VBA subroutines and functions.
- Use various programming elements to solve problems through code, including variables, objects, conditional statements, and loops.
- Eliminate, avoid, or handle errors in VBA code, and optimize its performance.

Course Outline

- **Lesson 1: Using VBA to Solve Business Problems**
  - Topic A: Use Macros to Automate Tasks in Excel
  - Topic B: Identify Components of Macro-Enabled Workbooks
  - Topic C: Configure the Excel VBA Environment
- **Lesson 2: Recording a Macro**
  - Topic A: Use the Macro Recorder to Create a VBA Macro
  - Topic B: Record a Macro with Relative Addressing
  - Topic C: Delete Macros and Modules
  - Topic D: Identify Strategies for Using the Macro Recorder
- **Lesson 3: Writing VBA Code Directly**
  - Topic A: Write VBA Code
  - Topic B: Discover Objects You Can Use
  - Topic C: Create a Custom Function
- **Lesson 4: Solving Problems Through Code**

  - Topic A: Make Decisions in Code
  - Topic B: Work with Variables
  - Topic C: Perform Repetitive Tasks
- **Lesson 5: Improving Your VBA Code**
  - Topic A: Debug VBA Errors
  - Topic B: Deal with Errors
  - Topic C: Improve Macro Performance

Intended Audience

This course is primarily designed for students who want to gain the skills necessary to use VBA to automate tasks in Excel such as collecting data from external sources, cleaning, and manipulating data. The target student may also want to learn how to create custom worksheet functions to streamline worksheet formulas and make complex worksheets easier to support, maintain, and understand.

Prerequisites

To ensure your success in this course, you should be an experienced Excel user who is comfortable creating and working with Excel workbooks, including tasks such as entering worksheet formulas, using absolute and relative addressing, formatting cells, and creating pivot tables and charts. This level of skill could be acquired by taking the Microsoft® Excel® for Office 365 (Desktop or Online) courses, Parts 1, 2, and 3.

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.