

# Excel VBA and Macros Level I Course (Self-Paced)

Begin with VBA and macros in this beginner-friendly course that takes you from understanding the basics all the way to creating and editing your own code. You'll finish with the essential skills to automate Excel, streamline your workflow, and get more done in less time.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/excel-vba-and-macros-level-i-course-self-paced>



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## Course Outline

### Lesson 1: Macros / VBA

- What are Macros?
- What is VBA?
- How to record macros
- How to run macros

### Lesson 2: VBA Editor

- Modules
- Procedures
- Project Explorer
- Toolbars / Options

### Lesson 3: Creating / Editing Code

- Create Procedures
- Subs
- Comments

### Lesson 4: Invoking Macros

- Hot Keys
- Quick Access Toolbar
- Call Command

### Lesson 5: Compiling Code

- Stepping through code

- Reset
- Run

### **Lesson 6: Variables**

- Declarations
- Option Explicit
- Data Types

### **Lesson 7: Working with The Object Model**

- Worksheets
- Ranges: Rows, Columns, Cells

### **Lesson 8: Creating & Naming Objects**

- Naming conventions
- Housekeeping

### **Lesson 9: Navigation / Selection Techniques**

- Formula R1C1 Reference Style
- Offsets
- Range Names

### **Lesson 10: Logic Statements**

IF Statements

### **Lesson 11: Looping Statements**

Do Loops

### **Lesson 12: Interactive Code**

- Input boxes
- Message boxes

### **Lesson 13: Error Handlers**

Preventing fatal errors and crashes