COURSE SYLLABUS

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 (Live Online) and onsite training are available for this course. For more information, email 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