

Microsoft Excel: Level 4

Course Length: 1 Day

Course Description

Overview: In previous Excel courses, students used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. Simplifying work in the Excel environment by automating many of the repetitive tasks is an extraordinary function of spreadsheet development. In this course, students will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks performed with the various tools and functions in Excel.

Prerequisites: Level 4 students should possess the skills for sharing, protecting and tracking changes in workbooks, auditing formulas, creating pivot tables and charts, “what-if” analysis and using Macros.

Course Content

Lesson 1 – Developing Macros

- Create a Macro with the Macro Recorder
- Edit a Macro
- Debug a Macro
- Customize the Quick Access Toolbar and Hotkeys
- Work with Macro Security

Lesson 2 – Formatting Worksheets Using Macros

- Insert Text
- Format Text
- Sort Data
- Duplicate Data
- Generate a report

Lesson 3 – Creating an Interactive Worksheet

- Determine the 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