



Working to Help You Win!

## ***Excel Macro Programming for Beginners Workshop Details***

### **Description**

Introduce Visual Basic for Applications (VBA) based Macro programming in Excel. This is a class for knowledgeable Excel users who want to advance beyond simple recording of Macros. No programming experience or knowledge is required. Required Prerequisite Knowledge: Basic Use of Excel 2007 or later, Typing Skills (15 wpm). **Duration - 20 hours.**

### **Goal**

Understand basic programming skills including program logic, use of variables, loops, conditional expressions and debugging. Independently complete one macro programming assignment.

### **Outline / Topics**

#### **Introduction**

- Worksheets
- Macro Security Settings
- Macro Recording

#### **Speed Up Macros and Clean Up**

- Screen Updating
- Column Widths

#### **Programming Basics**

- Variables
- Procedures vs Functions
- Statements
- Interacting with User
- Constructs
- Debug

#### **Example Macros**

- Retrieve Data
- Flag Data
- Separate into Worksheets

#### **Building Block Macros**

- User Queries
- Screen Updating
- Cells
- Columns and Rows
- Worksheets
- Boolean Functions

#### **Homework Assignment**

Complete 1 of 4 Macros Independently

## **Results**

Upon successful completion of the training, participants will have demonstrated the ability to:

1. Understand the difference between data types for variables in a Macro.
2. Convert pseudo code representing a program's logic into executable VBA code
3. Understand the difference between a procedure and a function and how to effectively use both.
4. Use basic programming constructs including statements, If – Then – Else, Loops and functions.
5. Reuse existing macros as new macros are developed.
6. Create reusable macros that accommodate different data layouts through user inputs.