

Excel Class - VBA Training

AI Excel Training

Course Outline

Target Student

You use Excel more hours per day than you can count in a spreadsheet. You know Excel's features and how to write advanced formulas, you're confident in your Excel skills.

You realize that if you spend less time performing menial data manipulation tasks you'll have more time to strategically analyze the results of your hard work.



Note: Timing of material may stretch into next session based on Q&A, students will be aware of what topic was covered based on homework emails.

Day 1:

Excel Review and Shortcuts

- Autosum
- Absolute References
- Autofill
- Autofit
- Sort
- Filter
- Subtotal
- Split Panes
- Tables

Formulas

- Named Ranges
- Vlookup
- Index/Match
- Vlookup with Match
- Q&A

Day 2:

Formulas

Data Validation

- Validation
- Vlookup with Validation
- If
- Sumifs
- Countifs
- Nested If
- Iferror and Vlookup
- Text Functions

Data Analysis

- Pivot Tables
- Scenarios
- Goal Seek
- Q&A

Day 3:

- Macros - Recording
- Macros - Triggering
- Macros - Editing
- Save As Macro Enabled
- Macro Security
- Q&A

Day 4:

- Edit Macros - VB Editor
- Password Protect VBA Code
- Edit Macros - Debug Step
- Write VBA Programs to Call Macros
- Variables and Constants
- Variable Concatenation and Substitution
- Q&A

Day 5:

- Day 4 Q&A and Review
- Writing VBA Programs Without Macros
- Pseudocode
- Whitespace
- Variables - Detailed
- Navigate Cells
- Range Object
- Name Ranges
- Cells Object
- Column and Row Objects
- Selection Object
- Offset Property
- End Property
- Find the Last Row of Data

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Course Outline

- Cell Visibility Considerations
- Navigate Sheets
- Add and Name Sheets
- Named Arguments
- Count Sheets
- Sheet Visibility
- Navigate Workbooks
- Passwords on Workbooks
- Q&A

Day 6:

- Day 5 Q&A and Review
- Copy, Paste, PasteSpecial
- Find Command
- Read From Cells
- Write To Cells
- For Loops
- Q&A

Day 7:

- Day 6 Q&A and Review
- Error Handling
- Coding Exercises with Day 4-6 Keywords
- Make Code Run Faster
- Q&A

Day 8:

- Day 7 Q&A and Review
- Functions - Intrinsic
- Formulas and Functions with VBA
- Function Approach To Find Last Row
- Q&A

Day 9:

- Day 8 Q&A and Review
- User Defined Functions
- Dialogs
- Variable Data Type Conversion Functions
- Workbook Events
- This Workbook Object
- Worksheet Events
- Intersections
- Select Case Decision Control Structures
- Q&A

Day 10:

- Day 9 Q&A and Review
- Pass Variables Between Subs
- Local Versus Global Variable Declaration
- Data Validation and Data Filters
- Coding Exercises with Day 8-9 Keywords
- Q&A

Day 11:

- Day 10 Q&A and Review
- Coding User Forms Part 1
- Q&A

Day 12:

- Day 11 Q&A and Review
- Coding User Forms Part 2
- Q&A

Day 13:

- Day 12 Q&A and Review
- Coding User Forms Part 3

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- Q&A

Day 14:

- Day 13 Q&A and Review
- Indefinite Loops - While/Wend, Do/While, Do Until
- Object Variables
- Array Variables
- Q&A

Day 15:

- Day 14 Q&A and Review
- Automate Charts
- Q&A

Day 16:

- Day 15 Q&A and Review
- Pivot Tables
- Q&A

Day 17:

- Day 16 Q&A and Review
- Communicate With Other Office Programs: Word, PowerPoint
- Q&A

Day 18:

- Day 17 Q&A and Review
- Communicate with Databases, Access and SQL
- Set VBA Programs to Run At Specific Days and Times
- Q&A

Day 19:

- Day 18 Q&A and Review
- Communicate with Databases, Access and SQL

- Set VBA Programs to Run At Specific Days and Times
- Q&A

Day 20:

- Day 19 Q&A and Review
- Communicate with Windows Control Panel
- Q&A

Day 21:

- Day 20 Q&A and Review
- Coding To Modify Ribbon
- Save as an Add In
- Q&A

Day 22:

- Day 21 Q&A and Review
- Coding To Modify Ribbon
- Save as an Add In
- Q&A

Day 23:

- Day 22 Q&A and Review
- Read and Write To External Text Files
- Loop Through A Folder Import and Parse PDFs
- Q&A

Day 24:

- Day 23 Q&A and Review
- Class Modules
- Properties
- Q&A

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