



MICROSOFT EXCEL MACRO AND VBA

Course ID : MSE-L3



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Duration: 3 Days

(18 Hours) 09:00 AM – 04:00 PM



Price: 9,590 THB

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, Data

This course provides comprehensive training in automating tasks using Macro and VBA in Microsoft Excel. Participants will learn how to record repetitive tasks using Macros and enhance automation flexibility by editing VBA code through Visual Basic for Applications. The curriculum features hands-on case studies, including sales data recording, invoice generation, automated PivotTable reporting, personnel data entry form creation, and one-click data import and transformation.

Objectives

1. Develop automated workflows and processes using Macros in Microsoft Excel.
2. Edit, customize, and enhance automation scripts using Visual Basic for Applications (VBA).

Target Audience

1. Individuals who want to use Macro tools in Microsoft Excel to increased work efficiency.
2. Users who regularly perform repetitive tasks in Excel and wish to automate or speed up their workflows using Macros.
3. General users interested in learning the fundamentals of automation in Excel.

Prerequisites

1. Basic familiarity with Excel shortcut keys.
2. Understanding of management, including folders and file paths.
3. Mac users should be familiar with MacOS keyboard shortcuts.
4. No prior experience with Macro or VBA programming is required.

System Requirements

1. Windows 11 or Windows 10 operating system.
2. Microsoft Excel or Microsoft 365.

TRAINING TOPICS

DAY 1 Morning Session 9:00 AM – 12:00 PM

1. Review of Microsoft Excel

- Understanding the key components of Microsoft Excel
- Using shortcut keys in efficiently, especially when working with Macros
- Managing and analyzing large datasets
- Linking data and formulas across multiple worksheets and workbooks

2. Advanced Features in Microsoft Excel

- Importing and exporting data from various sources
- Importing text (.csv, .txt) and Excel files.
- Exporting and sharing data in different formats
- Summarizing and analyzing data using PivotTable.
- Creating and customizing dynamic PivotTable
- Defining and managing names ranges and formulas

3. Introduction to Macro

- Understanding the definition, purpose, and benefits of Macros
- Accessing and enabling the Developer Tab
- Configuring Microsoft Excel settings for Macro usage

DAY 1 Afternoon Session 1:00 PM – 4:00 PM

4. Creating Macros in Excel

- Recording, editing, and managing Macros
- Understanding and applying relative references in Macro recording
- Running, modifying, and deleting Macros
- Understanding Macro types and storage locations

DAY 2 Morning Session 9:00 AM – 12:00 PM

- Monitoring and controlling Macro execution
- Viewing and understanding VBA code generated by recorded Macros
- Assigning Macros to toolbars, buttons, and form controls

5. Assigning Macros to Toolbars, Buttons, and Controls

- Executing Macros using shortcut keys, buttons, and the Quick Access Toolbar
- Creating and customizing ribbons for efficient Macro execution

DAY 2 Afternoon Session

1:00 PM – 4:00 PM

6. Visual Basic for Applications (VBA)

- Understanding the VBA language structure
- Navigating and working with the Visual Basic Editor (VBE)
- Exploring the Excel Object Model
- Understanding events, objects, properties, and methods
- Declaring variable and managing their scope
- Reading, interpreting, and editing VBA code without prior programming experience

DAY 3 Morning Session

9:00 AM – 12:00 PM

7. Debugging Programs

- Setting and managing breakpoints for code inspection
- Executing VBA commands step by step (Step Into, Step Over, Step Out) to analyze program flow

8. Security

- Implementing Macro security measures and trusted locations
- Understanding and using Microsoft Macro-Enabled Workbook (.xlsm)
- Working with Microsoft Binary Workbook (.xlsb) for optimized performance and security

9. Case Studies

- Developing an invoice management system with historical record tracking and save button functionality
- Importing sales data for automated PivotTable and PivotChart report generation
- Exporting customer data automatically with user-defined conditions and filters

DAY 3 Afternoon Session

1:00 PM – 4:00 PM

- Automating rapid document formatting using Macros
- Applying techniques to build flexible adaptable systems
- Identifying and resolving errors in calculation formulas



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