

# Excel 2010 Level 3 – VBA Macros

---

2-day course  
Course Code: S103V

**Who should attend?** This course is intended for participants who are familiar with Microsoft Office Excel 2010.

---

**Prerequisites** Microsoft Office Excel 2010- Level 2

---

**Course Objectives** Upon completion of the course, participants will be able to accomplish the following:

- Understand key concepts that will be used to build custom solutions using Microsoft Excel VBA Macros
- Become familiar with basic macro techniques for recording, writing, running, and maintaining macros
- Understand how Visual Basic for Applications is incorporated, used, and modified in Microsoft Excel
- Learn how to design and lay out a user form and controls to create a customized dialog box to simplify data entry
- Understand how to prepare an Excel Workbook containing macros and toolbars for deployment to other users and machines
- Learn to customize macros with VBA source code to automate data entry tasks and enable source code protection
- Learn to enhance source code with variables, constants, and logical operators
- Learn to handle the three types of errors that can be generated when working with source code
- Learn to access external data by using ActiveX Data Objects
- Learn how to use Excel as an automation server to control Excel objects externally outside of the application

---

**Course Content** **Building Solutions**  
Course Overview; Solution Concepts; Data Entry Concepts; Macro Concepts; Programming Concepts

---

**Macro Basics**  
Planning Macros; Recording Macros; Executing Macros; Maintaining Macros

---

**VBA Programming Basics**  
Understanding Objects; Using the Visual Basic Editor; Understanding VBA Code; Executing VBA Code; VBA Help Reference

---

**VBA User Form Basics**  
Planning User Forms; Designing User Forms

---

**Deployment Basics**  
Preparing for Deployment; Code Security; Creating Custom Toolbars; Creating Custom Macro Buttons

---

# Excel 2010 Level 3 – VBA Macros

---

---

## **Customizing Macros**

Prompting for User Input; Automating Data Entry; Recording Absolute vs. Relative References; Protecting VBA Source Code

---

## **Enhancing VBA Code**

Writing Source Code; Variables and Constants; Writing Tips; Logical Operators; Flow Control

---

## **Handling Errors**

Handling Errors; Syntax Errors; Logical Errors; Run-Time Errors

---

## **Accessing External Data**

External References; ActiveX Data Objects Concepts; Connecting to a Database; Retrieving Records from a Database

---

## **Excel Automation**

Automation Concepts; Working with Object Models; Excel's Object Model; Automating Excel with VBScript

---