

Excel Macros for Beginners

Course Outline

- 1. Getting Acquainted**
 - 11:10 What to Expect in this Course
 - 01:40 A Short History of VBA

- 2. Starting Out with Macros**
 - 06:37 Getting Ready to Work with Macros
 - 03:48 A Quick Introduction to the Visual Basic Editor
 - 12:30 Creating Macros by Recording
 - 09:09 Creating Macros from Scratch
 - 02:08 Running Macros
 - 03:38 Editing Macros
 - 03:18 Renaming Macros
 - 10:07 Deleting Macros

- 3. Examining the Parts of a Macro**
 - 09:58 Understanding VBA Projects
 - 17:24 Working with VBA Procedures
 - 07:28 Using Comments and Continuing Lines
 - 13:38 Working with Variables
 - 17:29 Working with Operators

- 4. Understanding VBA Functions**
 - 07:34 VBA Function Overview
 - 21:36 Working with Numeric Functions
 - 32:32 Working with String Functions
 - 26:59 Working with Date and Time Functions

- 5. Interacting with the User**
 - 19:50 Using Message Boxes
 - 11:37 Getting User Input

- 6. Affecting Program Execution**
 - 05:59 How Macros are Executed
 - 22:58 Creating Conditional Structures
 - 20:40 Using Looping Structures
 - 05:02 Using the Goto Statement

- 7. Understanding Excel's Object Model**
 - 15:04 Introducing Excel's Object Model
 - 10:05 Understanding Object Members
 - 10:49 Working with Constants

- 8. Working with Ranges and Selections**
 - 25:40 Creating a Range or Selection
 - 14:42 Editing Worksheet Information
 - 20:40 Formatting Cell Contents
 - 15:25 Discovering Information about a Range or Selection

- 9. Manipulating the Worksheet Object**
 - 11:39 Understanding and Creating Worksheets
 - 11:10 Accessing Worksheets
 - 17:39 Copying, Moving, and Deleting Worksheets

- 10. Adjusting Worksheet Structure**
 - 09:46 Merging Cells
 - 14:09 Inserting and Deleting
 - 15:41 Cutting, Copying, and Pasting
 - 15:54 Accessing Row Height and Column Width

- 11. Manipulating the Workbook Object**
 - 09:47 Creating and Opening Workbooks
 - 10:35 Working with Specific Workbooks
 - 14:35 Saving Workbooks

- Real-World Macros 1**
 - 13:13 Creating Blank Worksheets for Months and Days
 - 10:09 Splitting Out Street Numbers
 - 12:33 Working with ZIP Codes

- 12. Other Ways to Work with Data**
 - 15:59 Working with Variable Arrays
 - 06:38 Creating User-Defined Data Types
 - 10:52 Working with Collections
 - 14:43 Accessing Named Ranges

- 13. Searching and Replacing**
 - 12:56 Finding Information
 - 05:36 Finding Information on Multiple Worksheets
 - 09:42 Replacing Information
 - 08:27 Working with Formatting

- 14. Working with Non-Workbook Files**
 - 12:09 Basics of Files
 - 13:51 Reading Data from a File
 - 09:39 Writing Data to a File
 - 13:47 Working with Random-Access Files
 - 07:56 Working with Binary Files

15. Working with Files and Folders

- 19:50 Working with Folders
- 07:55 Seeing If a File Exists
- 12:34 Reading All Files In a Folder
- 11:41 Renaming Files and Folders

Real-World Macros 2

- 11:55 Ways to Sort Your Data
- 11:26 Splitting Data to Separate Worksheets
- 10:03 Importing Data into Excel
- 04:45 Creating a Workbook Table of Contents

16. Letting Users Access Your Macros

- 13:51 Working with User-Defined Functions
- 08:51 Adding Macros to the Quick Access Toolbar
- 08:44 Adding Macros to Ribbon Tabs
- 05:56 Creating Shortcut Keys for Macros
- 08:01 Sharing Macros with Others

17. Creating Event Handlers

- 04:20 Introducing Event Handlers
- 06:06 Using Workbook Event Handlers
- 08:25 Using Worksheet Event Handlers

18. Creating UserForms

- 12:37 Introducing UserForms
- 14:37 Understanding Controls
- 17:44 Coding Your Controls
- 11:01 Running and Controlling UserForms

19. Building and Using Your Own Add-Ins

- 09:01 Creating an Add-In
- 08:37 Using Your Add-Ins

20. Debugging Your Macros

- 05:31 What are Bugs?
- 09:03 Why are Bugs a Problem?
- 14:07 Getting Rid of Bugs
- 13:14 Handy Debugging Tools

21. Macro Extras

- 06:00 Accessing Worksheet Functions
- 06:23 Remembering the User's Location
- 08:08 Moving Macros to the Personal Macro Workbook
- 17:06 Using Elements of the Visual Basic Editor
- 07:07 Customizing How VBA Works

22. **Final Words**

05:19 Where to Go from Here

02:06 You Are Done!