

Excel Macro VBA Programming

Three days to write code that runs Excel for you.

◆ THIS CLASS AT A GLANCE

Recorded macros are a starting point. VBA is where the real automation lives. In three intensive days you will go from no programming experience to writing custom code that turns repetitive Excel work into one-click solutions.

- Move beyond recorded macros and write VBA from scratch
- Master loops, IF statements, variables and data types
- Manipulate workbooks, worksheets and ranges programmatically
- Write your own User Defined Functions (UDFs) that work like SUM
- Build custom UserForms with text boxes, combo boxes, and buttons
- Link Excel to Access databases for full automation

Excel Macro VBA Programming

C O U R S E O V E R V I E W

If you are running the same Excel report every week, or every day, VBA can give you that time back permanently. The hardest part is getting started — and that is exactly what this class is for.

Over three days you will learn the VBA environment, the language fundamentals, and the patterns to apply them to real Excel work. No prior programming experience required.

HOW WE TEACH

Your instructor is a working Excel professional, not a presenter reading from slides.

Public classes have up to 6 students for maximum individual attention. Private team training scales to fit your group, however large.

Every concept is taught, then immediately practiced. You leave with the muscle memory, not just the notes.

WHO SHOULD ATTEND

Users with a strong Excel foundation who want to automate Excel tasks.

Automation-focused professionals tired of running the same manual report week after week.

Analysts who want to extend Excel's capabilities beyond what formulas alone can do.

Teams who need a custom Excel-based tool no off-the-shelf product can deliver.

WHAT YOU TAKE HOME

- Printed class binder with step-by-step labs and challenge exercises.
- Microsoft Excel exercise files — 1-year access included.
- Certificate of completion plus 24 CPE credits (TSBPA accredited).

C L A S S E S S E N T I A L S

Level: Advanced

Format: In-person classroom or live online (always a live instructor)

Duration: 3 days — 9:15 AM to 5:00 PM each day

Tuition: \$1,875 · includes all materials

Locations: Dallas-Fort Worth · Houston · Austin · Oklahoma City · Denver · Live Online

Credits: 24 CPE credits — accredited through the Texas State Board of Public Accountancy

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PROGRAM AGENDA — DETAILED COURSE OUTLINE

PROGRAM AGENDA

1. Introduction to VBA

- **Why VBA over recorded macros:** what each one is good for
- **Recording a simple macro:** the on-ramp to writing real VBA
- **The VBA environment:** Project Explorer, Code window, Immediate window
- **Running and stepping through code:** F5 and F8
- **Breakpoints & debugging:** stopping where you need to look
- **Communicating with the user:** MsgBox and InputBox

2. VBA Terminology

- **Modules and procedures:** where code lives
- **Objects, collections, properties, methods:** the language of VBA
- **The Excel Object Model:** the map of everything you can control

3. Data Types, Variables, Operators

- **Variables and constants:** naming and storing values
- **Data types:** Integer, Long, String, Double, Variant and friends
- **Operators and expressions:** math, comparison and logical
- **Implicit vs. explicit declarations:** why Option Explicit matters
- **Variable scope:** procedural, modular or public
- **Passing by value vs. reference:** ByVal vs. ByRef
- **Arrays:** storing collections of values

4. Workbooks & Worksheets

- **Workbook objects and methods:** the top of the hierarchy
- **Creating new workbooks:** in code
- **Adding and renaming sheets:** programmatic structure
- **Saving and closing:** with and without prompts

5. Built-in Functions

- **Mathematical functions:** VBA's math library
- **Date and time functions:** Now, Date, DateAdd, DateDiff
- **String functions:** Len, Mid, InStr, Replace and friends
- **Using Excel functions in VBA:** Application.WorksheetFunction

6. User Defined Functions

- **Creating UDFs:** your own custom Excel functions
- **Using UDFs in worksheets:** they work like SUM and VLOOKUP
- **Multiple arguments:** required and optional
- **Function libraries:** packaging UDFs for reuse

7. Loops

- **Do Until / Do While:** conditional loops
- **Loop at least once:** Do ... Loop Until pattern
- **For Next:** counting loops
- **For Each:** iterating collections

8. Decision Structures

- **IF statements:** making decisions in code
- **Multiple conditions:** Elseif and nested logic
- **Flow control & branching:** Select Case and structured branching
- **Calling other procedures:** Sub and Function calls

9. Working with Names

- **Adding named ranges:** from code
- **Deleting names:** cleanup
- **Hidden names:** internal-use names
- **Checking existence:** before adding

10. Manipulating Data

- **Ranges and selections:** the core of Excel automation
- **Cells property:** addressing cells by row/column
- **Offset property:** relative addressing
- **Columns and Rows properties:** entire-row, entire-column
- **Union & Areas:** joining multiple ranges
- **IsEmpty function:** checking cell content
- **CurrentRegion property:** auto-detecting data ranges

11. File Management

- **Open and Save files:** programmatic file I/O
- **Copy, move, delete files:** filesystem operations
- **Changing folders:** ChDir and friends
- **Open and SaveAs dialogs:** the built-in file pickers

12. Custom Forms (UserForms)

- **Creating a UserForm:** from scratch
- **Controls:** labels, text boxes, combo boxes, list boxes
- **Properties:** form and control settings
- **Populating combo and list boxes:** programmatically
- **Option buttons, groups, checkboxes, buttons:** interactive controls
- **Event code:** responding to user actions
- **Initialising and closing forms:** lifecycle hooks
- **RefEdit:** letting users pick a range

13. Excel + Access Integration

- **Linking Excel to an Access database:** ADO connection basics
- **Adding records to the database:** from Excel
- **Retrieving records:** querying back into Excel
- **Updating records:** round-trip data sync



A L T E R N A T I V E T O Y O U R M A N A G E R

Use this template to request approval. Customize the bracketed parts and send.

Dear [Manager's Name],

I would like to request approval to attend the Excel Macro VBA Programming class offered by Excel Experts. It is a three-day, hands-on programming intensive that will let me automate the repetitive Excel work I do on [team / project / report name].

What I'll bring back to the team

- **Real automation** — one-click VBA macros replacing hours of manual Excel work each week.
- **Custom Excel tools** — User Defined Functions that work like SUM but solve our specific problems.
- **UserForms** — guided data-entry dialogs that prevent errors and standardize workflows.
- **Access integration** — Excel that reads and writes a real database, not just spreadsheets.
- **A programming foundation** — I can extend over time as new automation needs come up.

Why this class specifically

- **Three full days** — a complete VBA programming foundation, not a multi-week drip-feed.
- **No prior programming experience required** — the class is designed for Excel users, not developers.
- **Taught by a working Excel professional** — not a recorded video or a generic presenter.
- **Small public classes (up to 6 students)** — or live online if travel is a concern; private team training is also available.
- **24 CPE credits included** — accredited through the Texas State Board of Public Accountancy.

The investment

- **Tuition:** \$1,875
- **Time out of office:** 3 business days
- **Included materials:** printed class binder, Excel exercise files (1-year access), certificate of completion

I expect to recover the time investment within the first few months by automating recurring reports — and I will be able to share what I build with the rest of the team.

Class details and online registration: dfwexcel.com/excel-macro-vba-programming-class/

Questions: 817-841-9560

Thank you for considering this. I would appreciate your approval to enroll.

Sincerely,

[Your Name]

REGISTRATION

Enroll Today!

Online: dfwexcel.com

Phone: 817-841-9560

Price: \$1,875

Format: In-person classroom or live online

Cities: Dallas-Fort Worth · Houston · Austin · Oklahoma City · Denver

TRAIN YOUR TEAM

Bring Excel Experts to your office:

- Private group training on your schedule
- Tailored to your team's industry and data
- On-site, at our classrooms, or virtual
- 1-on-1 coaching also available

dfwexcel.com/excel-experts-train-your-team/