Course : Excel VBA, discovering and mastering macros

Practical course - 1d - 7h00 - Ref. XCE
Price : 440 € E.T.

★★★★½ 4,4 / 5

BEST

This course will teach you how to automate repetitive tasks in Excel. You'll use the macro recorder, create buttons to launch them, discover the VBA editor and customize your macro commands.

🎯 Teaching objectives

At the end of the training, the participant will be able to:

- ✅ Automate repetitive tasks with Excel
- ✅ Recording and executing macro commands
- ✅ Use complementary macros
- ✅ Understanding and modifying VBA code

Intended audience
Excel users wishing to discover Excel macros.

Prerequisites
Good knowledge of Excel or knowledge equivalent to that provided by the courses "Master Excel 2016/2013, level 2" (Ref. ECE) or "Master Excel 2010, level 2" (Ref. MEN).

Practical details

Hands-on work
Practical exercises to practice throughout the course.

Teaching methods
Active pedagogy based on examples, demonstrations, experience sharing, case studies and assessment of learning throughout the course.

Course schedule

PARTICIPANTS
Excel users wishing to discover Excel macros.

PREREQUISITES
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TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1   Learn how to use Excel macro commands

- Set up custom views.
- Use custom cell styles.
- Discover the macro-command recorder.
- Display the Developer tab.
- Preparing to record a macro: pitfalls to avoid. Relative or absolute recording.
- Understand the objectives and limitations of macros.

Exercise
Handle Excel automation tools (e.g.: use multiple layouts on a single worksheet). Get to grips with a macro. Demonstrate macros vs. automation tools.

2   Executing macro commands

- Use a complementary macro.
- Execute a macro using the macro list.
- Choose the right file format (xls, xlsx, xlsm).
- Answer macro security questions, use approved folders.
- Customize the interface: assign a macro to a button, image or Quick Access toolbar icon.
- Choose a keyboard shortcut for a macro.
- Use the personal macro binder and discover its special features.

Exercise
Practice creating macros. Assign macros to Quick Access toolbar icons. Save and manage macro security.

3   Introduction to the VBA programming interface

- Discover the VBA environment: module sheets, VBA project explorer, Properties window.
- Execute a macro automatically when a workbook is opened: the AutoOpen macro.
- Access registration-generated code. Execute step-by-step mode.
- React to runtime errors. What is debugging? Getting out .
- Modify a stored procedure: understand the code, clean up unnecessary instructions.
- Document a macro command.
- Add a dialog box (MsgBox or InputBox).
- Program simple conditions.

Exercise
Create Auto-Open macros. Create a dialog interface with the user, to customize the filling of a data list. Automate filters, sorting...

Dates and locations

REMOTE CLASS
2026 : 24 Mar., 26 May, 28 July, 29 Sep., 24 Nov.

PARIS LA DÉFENSE
2026 : 24 Mar., 26 May, 28 July, 29 Sep., 24 Nov.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.

• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.

• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.