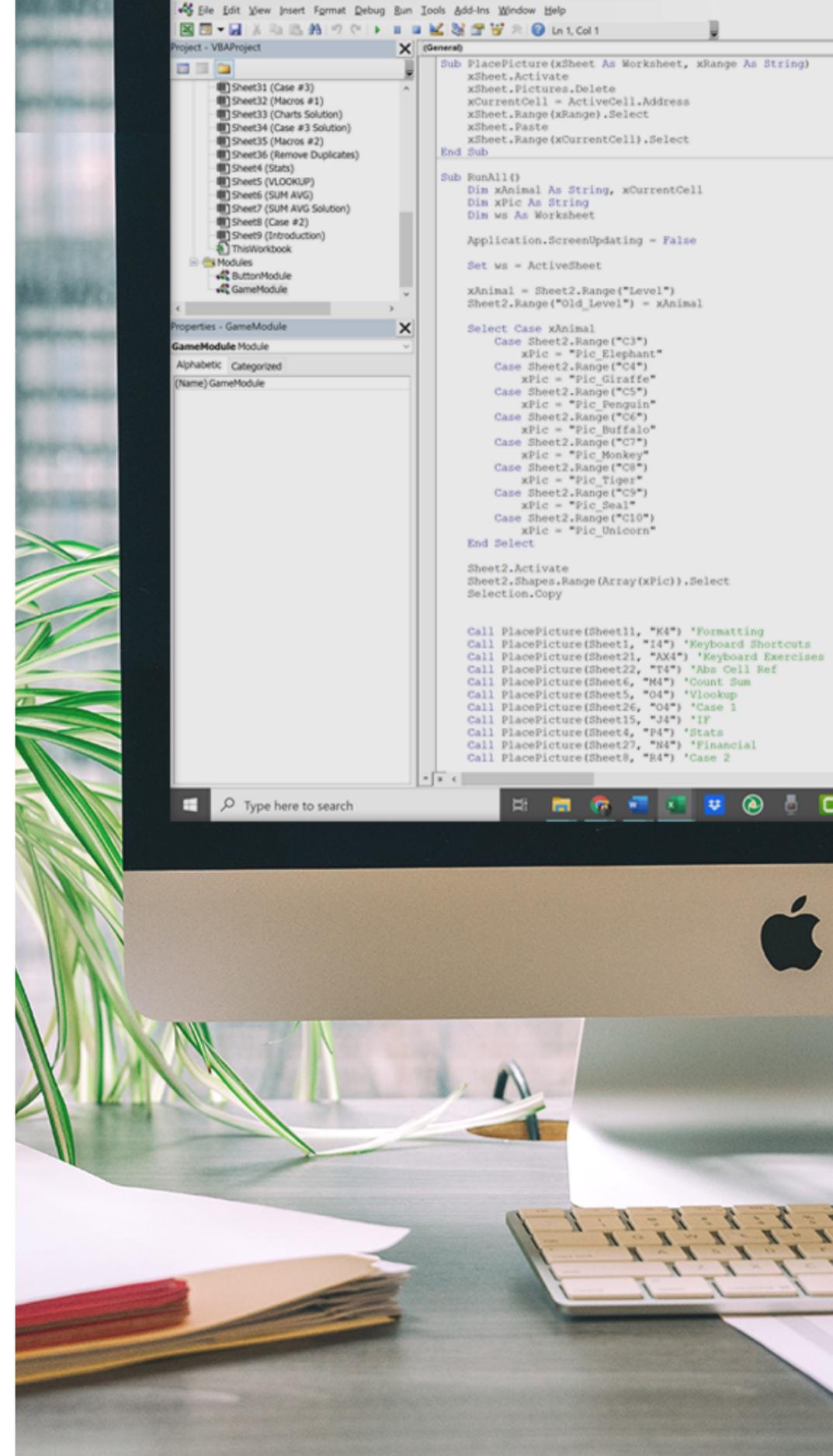


# FUNDAMENTALS OF MACROS

Level: Intermediate/Advanced/VBA



# COURSE DESCRIPTION

This Fundamentals of Macros Course is designed for individuals who use Excel regularly and are ready to learn the automated side of Excel. We will go over how to use VBA Macros, write your own code and automate your spreadsheets! We will cover the fundamentals of Macros and allow plenty of time for questions and practice.

*By the end of this course you will be able to:*

- Understand how VBA code works, its basic layout, and some terminology
- Reference worksheets and ranges
- Copy and paste ranges
- Work with message boxes
- Utilize if/then statements
- Use FOR/NEXT loops
- Record Macros

# COURSE OUTLINE

## ■ *Part I: Understanding the Developer Tab*

- Activating/understanding the Developer Tab
- Running/stopping code
- How to write code

## ■ *Part II: Working w/ Sheets & Ranges*

- Referencing worksheets/ranges
- Selecting data
- Clearing data
- Copying data
- Inserting buttons

## ■ *Part III: Variables & Message Boxes*

- Most common variable types
- Declaring a variable
- Creating a message box

## ■ *Part IV: Common Code Snippets*

- Named ranges
- Returning the row/column number
- Finding the last row in a group of data
- Offset
- If...Then statements
- For...Next Loop

## ■ *Part V: How to make things easier*

- Recording a Macro
- Helpful Tips & Tricks

# HOW IT WORKS

## *We come to you*

To make it easy for you, we come to you! All you need to provide is a room with a projector/screen as well as a computer for each participant. We have the rest covered!

## *Work together*

Going through the same file together, we'll work on every single topic together. This is not a lecture - this is a hands-on and interactive learning experience!

## *Practice, practice, practice!*

We spend as much time practicing as we do teaching. We'll practice each function multiple times and then put our newfound knowledge to the test with 2 case studies.

# FAQ'S

## *Do you also offer online trainings?*

Yes! If you would like to have your team trained online, we also do our trainings via Zoom and they are just as fun and effective!

## *We've done trainings before - what makes BostonExcel so different?*

We are not your average Excel trainers. Believe it or not, we believe Excel can be fun! We have cut out all the unnecessary fluff and only teach the most useful parts of Excel. We know the most important part of learning something new is staying engaged so we make sure to incorporate as much interaction and practice as possible.

## *Can the syllabus be adjusted?*

Absolutely! While we think the syllabus is pretty great, we understand each team has different needs and are more than happy to accommodate! Let us know what you would like to change around and we are happy to work with you.

## *How long should we expect the training to run?*

The entire training is 4 hours. That includes a two short 5 minute breaks and time for additional questions/practice at the end.

## *What is the cost of the training?*

The price for all of our trainings is \$225/participant, with a minimum of \$2250. We do offer discounts for groups larger than 25 and for colleges. Please contact us to learn more about those rates.



# CONTACT US TODAY TO GET STARTED

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