

# **Microsoft Excel 2016 - Level 3 - VBA Macros: Instructor Setup Guide**

- **General Hardware Requirements for Office Professional Plus 2016**
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## 1.1 General Hardware Requirements for Office Professional Plus 2016

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
<b>Processor</b>	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
<b>Disk space</b>	3.0 gigabytes (GB)
<b>Memory</b>	2.0 gigabytes (GB) RAM
<b>Display</b>	Graphics hardware acceleration requires a DirectX10 graphics card and a 1280 x 800 or higher resolution monitor

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 10 Enterprise as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2016.

The workstation does not require a Internet connection, although it may be helpful if exploring section **3.5 VBA Help Reference**.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **S163Ven\_data.exe** for this course to install the class data to the **C:\S163Ven\_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

<b>DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>JANEXP-1</b>	<b>.xlsm</b>	Section <b>1.3 Data Entry Concepts</b> , in the exercise <b>Creating a Named Range</b>
<b>JANEXP-2</b>	<b>.xlsm</b>	Section <b>2.3 Executing Macros</b> , in the exercise <b>Recording Print Macros</b>
<b>JANEXP-3</b>	<b>.xlsm</b>	Section <b>3.5 VBA Help Reference</b> , in the exercise <b>Editing Recorded Macros</b>
<b>JANEXP-4</b>	<b>.xlsm</b>	Section <b>4.2 Designing User Forms</b> , in the exercise <b>Creating a Custom Dialog Box</b>
<b>JANEXP-5</b>	<b>.xlsm</b>	Section <b>5.2 Code Security</b> , in the exercise <b>Changing the Macro Security Level</b>
<b>JANEXP-6</b>	<b>.xlsm</b>	Section <b>6.2 Automating Data Entry</b> , in the exercise <b>Creating a New Record Routine</b>
<b>JANEXP-7</b>	<b>.xlsm</b>	Section <b>7.5 Flow Control</b> , in the exercise <b>Conditional Branching</b>
<b>JANEXP-8</b>	<b>.xlsm</b>	Section <b>8.3 Logical Errors</b> , in the exercise <b>Debugging VBA Code</b>
<b>JANEXP-9</b>	<b>.xlsm</b>	Section <b>9.1 External References</b> , in the exercise <b>Working with ADO References</b>
<b>Accounting</b>	<b>.accdb</b>	Section <b>9.4 Retrieving Records from a Database</b> , in the exercise <b>Connecting to a Data Source and Retrieving Records</b>

The **C:\S163Ven\_data\completed files** folder contains completed versions of the data files by chapter.

The **C:\S163Ven\_data** folder may be deleted after the class.

## 1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based 14-hours (2-day) training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Building Solutions</b>	<b>85 min</b>
1.1 Course Overview	10 min
1.2 Solution Concepts	25 min
1.3 Data Entry Concepts	20 min
1.4 Macro Concepts	15 min
1.5 Programming Concepts	15 min
<b>Macro Basics</b>	<b>80 min</b>
2.1 Planning Macros	20 min
2.2 Recording Macros	20 min
2.3 Executing Macros	20 min
2.4 Maintaining Macros	20 min
<b>VBA Programming Basics</b>	<b>95 min</b>
3.1 Understanding Objects	15 min
3.2 Using the Visual Basic Editor	20 min
3.3 Understanding VBA Code	20 min
3.4 Executing VBA Code	15 min
3.5 VBA Help Reference	25 min
<b>VBA User Form Basics</b>	<b>70 min</b>
4.1 Planning User Forms	30 min
4.2 Designing User Forms	40 min
<b>Deployment Basics</b>	<b>90 min</b>
5.1 Preparing for Deployment	20 min
5.2 Code Security	30 min
5.3 Adding Macros to the Quick Access Toolbar	20 min
5.4 Modifying Quick Access Toolbar Buttons	20 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Customizing Macros</b>	<b>115 min</b>
6.1 Prompting for User Input	25 min
6.2 Automating Data Entry	35 min
6.3 Recording Absolute vs. Relative References	30 min
6.4 Protecting VBA Source Code	25 min
<b>Enhancing VBA Code</b>	<b>110 min</b>
7.1 Writing Source Code	20 min
7.2 Variables and Constants	20 min
7.3 Writing Tips	15 min
7.4 Logical Operators	20 min
7.5 Flow Control	35 min
<b>Handling Errors</b>	<b>70 min</b>
8.1 Handling Errors	15 min
8.2 Syntax Errors	15 min
8.3 Logical Errors	25 min
8.4 Run-Time Errors	15 min
<b>Accessing External Data</b>	<b>65 min</b>
9.1 External References	20 min
9.2 ActiveX Data Objects Concepts	15 min
9.3 Connecting to a Database	15 min
9.4 Retrieving Records from a Database	15 min
<b>Excel Automation</b>	<b>60 min</b>
10.1 Automation Concepts	15 min
10.2 Working with Object Models	15 min
10.3 Excel's Object Model	15 min
10.4 Automating Excel with VBScript	15 min