

Microsoft Excel 2019 – Level 3 – VBA Macros: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2019**
 - **Software Setup Notes**
 - **Classroom Data**
 - **Courseware Timing**
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1.1 General Hardware Requirements for Office Professional Plus 2019

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 10, Windows Server 2019
Processor	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater recommended for Skype for Business.
Disk space	4.0 GB of available disk space
Memory	4 GB RAM; 2 GB RAM (32-bit)
Display and Graphics Hardware	1280 x 768 screen resolution. Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Professional Plus: Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format.

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise as the operating system, and a default installation of Office Professional Plus 2019. Other operating systems described above may be used and should not impact the flow of the course.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **S193Ven_data.exe** for this course to install the class data to the **C:\S193Ven_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.

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

The **C:\S193Ven_data\completed files** folder contains completed versions of the data files by chapter.

The **C:\S193Ven_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.

CHAPTER/SECTION	ESTIMATED TIME
Building Solutions	85 min
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
Macro Basics	80 min
2.1 Planning Macros	20 min
2.2 Recording Macros	20 min
2.3 Executing Macros	20 min
2.4 Maintaining Macros	20 min
VBA Programming Basics	95 min
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
VBA User Form Basics	70 min
4.1 Planning User Forms	30 min
4.2 Designing User Forms	40 min
Deployment Basics	90 min
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

CHAPTER/SECTION	ESTIMATED TIME
Customizing Macros	115 min
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
Enhancing VBA Code	110 min
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
Handling Errors	70 min
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
Accessing External Data	65 min
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
Excel Automation	60 min
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