

Automate Excel with VBA and AI Workshop: Prerequisites and Curriculum



About the Workshop

This workshop is designed for complete beginners with little or no knowledge of VBA. You will learn how to use AI to help create VBA code and automate tasks in Microsoft Excel, without needing any previous VBA or programming skills.

Through guided, hands-on practice, you will learn how to explain what you want Excel to do, use AI to generate and explain the code, and add and run that code in Excel. You will also practice checking the results and using AI to help troubleshoot common errors.

The workshop focuses on using VBA with AI assistance. You do not need to know how to write VBA code before attending.

Excel Software & Prerequisite Skills to Know

If you do not have the skills and software listed below, you will not be able to participate in the workshop.

Office 365

Creating new worksheets

Hiding worksheets

Deleting worksheets

Locating a cell

Data entry (inputting data into a cell)

Know the difference between columns and rows

Copying and pasting data

Opening a workbook

Know the difference between a workbook vs. worksheet

Saving a workbook

Inserting and deleting rows and columns

Formatting (Font, borders, alignments, data types)

Filtering

Sorting

Mathematical operations and calculations (i.e. SUM, COUNT, MIN, MAX, AVERAGE, addition/subtraction, and multiplication/division)
