

Microsoft Excel Macros/VBA - 2 Day Course

Detailed Content

Unit 1: Recorded Macros

Understanding Excel Macros Setting Macro Security Saving a Document As Macro Enabled Recording a Simple Macro Running a Recorded Macro Relative Cell References Running a Macro with Relative References Viewing a Macro Editing a Macro Assigning a Macro to the Toolbar Running a Macro From the Toolbar Assigning a Keyboard Shortcut to a Macro Deleting a Macro Copying a Macro Tips for Developing Macros

Unit 2: Recorder Workshop

Preparing Data for an Application Recording a Summation Macro Recording Consolidations Recording Divisional Macros Testing Macros Creating Objects to Run Macros Assigning a Macro to an Object

Unit 3: Understanding VBA

VBA Terminology
About Objects
Accessing the Excel Object
Model
Using the Immediate Window
Working with Object Collections
Setting Property Values
Working with Worksheets
Using the Object Browser
Programming with the Object
Browser
Using the VBA Editor

Unit 4: The VBA Editor

Opening And Closing the Editor Working with the Project Explorer Working with the Properties Window Working with the Work Area Working with a Code Module Setting Breakpoints in the Editor Stepping through a Procedure

Unit 5: Procedures

About Procedures Creating a Command Procedure Making Sense of IntelliSense Using the Edit Toolbar Commenting Statements Indenting Code Bookmarking in Procedures

Unit 6: Using Variables

Understanding Variables
Creating And Using Variables
Implicit And Explicit Declarations
The Scope of Variables
Procedure Level Scoping
Module Level Scoping
Passing Variables By Reference
Passing Variables By Value
Data Types
Declaring Data Types
Using Arrays

Unit 7: User Defined Functions

About Functions
Creating Simple User-Defined
Functions
Using User-Defined Functions
Using Multiple Arguments
Modifying a Function
Creating a Function Library

Unit 8: Using Excel Objects

Application Methods And Properties Workbook Methods And Properties Viewing Excel And the Editor Together Using Workbook Objects Worksheets Methods And Properties Using Worksheet Objects Range Methods And Properties Using Range Objects Using Objects in a Procedure

Unit 9: Programming Techniques

The MsgBox Function
Sending Messages to the User
InputBox Techniques
Using the InputBox Function
Using the InputBox Method
The If Statement

Using If for Single Conditions
Using If for Multiple Conditions
The Select Case Statement
Using the Select Case Statement
For Loops
Looping with Known or Specified
Iterations
The Do...Loop Statement
Looping with Unknown Iterations

Unit 10: Creating Custom Forms

About Custom Forms
Creating a Custom Form
Adding Text Boxes to a Form
Changing Text Box Control
Properties
Adding Label Controls to a Form
Adding a Combo Box Control
Adding Option Buttons
Adding Command Buttons
Running a Custom Form

Unit 11: Programming User Forms

Handling Form Events
Initialising a Form
Closing a Form
Project Transferring Data From a
Form
Running Form Procedures
Creating Error Checking
Procedures
Running a Form From a Procedure
Creating Quick Access Toolbar
Buttons

Unit 12: Automatic Startup

Programming Automatic Procedures Running Automatic Procedures Automatically Starting a Workbook

Unit 13: Error Handling

Error Types
The on Error Statement
Creating a Simple Error Handler
Using the Resume Statement
Using Decision Structures in Error
Handlers
Using the Err Object
Error Handling in Event Procedures
Defining Custom Errors