



VBA for Excel - 2 days

Course Aim

At the completion of this course, participants will be able to:

- create recorded macros in Excel
- use the macro recorder to create a variety of macros
- create and work with user-defined functions
- work with the main components of the VBA Editor window
- understand the Excel object model and use the Immediate window
- create command procedures
- create and use variables
- write code to manipulate Excel objects
- use a range of common programming techniques
- create a custom form complete with controls and event procedures
- create code to drive a custom form
- customise the menu system
- create procedures that start automatically.

Course Prerequisites

Previous experience using Microsoft Excel at an Advanced level is an essential prerequisite for this course.

Course Duration:

Two days: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual and relevant exercise files.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Recorded Macros

- Setting Macro Security Levels
- Recording A Simple Macro
- Running A Recorded Macro
- Relative Cell References
- Running A Macro With Relative Cell References
- Viewing A Macro Module
- Modifying A Recorded Macro

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

User-Defined Functions

- User-Defined Functions Theory
- Creating Simple User-Defined Functions
- Using User-Defined Functions
- Using Multiple Arguments
- Modifying A Function
- Creating A Function Library

Using 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
- Running Procedures From The Editor
- Setting Breakpoints In The Editor
- Stepping Through A Procedure

Understanding VBA

- VBA Terminology
- 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

Procedures

- Creating A Command Procedure
- Making Sense Of IntelliSense



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- Using The Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking In Procedures

Using Variables

- Creating And Using Variables
- Implicit & 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

Using Excel Objects

- Application Methods And Properties
- Workbook Methods And Properties
- Viewing Excel And The Editor Together
- Using Workbook Objects
- Worksheet Methods And Properties
- Using Worksheet Objects
- Range Methods And Properties
- Using Range Objects
- Project – Using Objects In Procedures

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 FOR NEXT Statement
- Looping With Known Or Specified Iterations
- The DO LOOP Statement
- Looping With Unknown Iterations
- Programming Techniques Quick Reference

Creating 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

Programming Custom Forms

- 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

Custom Menus

- Creating A New Menu
- Creating A Cascade Menu
- Adding Menu Commands
- Assigning Macros To Menu Commands
- Removing A menu

Automatic Startup

- Programming Automatic Procedures
- Running Automatic Procedures
- Automatically Starting A Workbook