



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Microsoft Excel VBA (all versions)

Duration – 2 days

Overview

This course is aimed at Excel users who are familiar with its capabilities and need to use VBA, (Visual Basic for Applications) to develop more complex spreadsheets.

Delegates work through a series of practical exercises to extend their skills. On completion of the course delegates will be able to apply the tools and techniques covered to develop Excel applications.

Content

- Macros...
 - Recording, running and editing a Macro
 - Absolute and Relative navigation
 - Adding a Command Button to a Worksheet
 - Assigning a Macro to a Command Button
- The VBA Editor
 - Finding your way around the VBA screens...
 - Code Window
 - Project Explorer
 - Object Browser
 - Properties Window
 - Locals Window
 - Help Options
 - Excel sample file - SAMPLES.XLS
- VBA Basics...
 - Procedures, Functions and Modules
 - Variables, Constants and Arrays
 - Control Structures - Conditions and Loops
 - Auto List and Auto Quick Info
 - Layout and comments
 - Naming conventions
- Selecting and activating objects
 - How do I get to where I want to be?
 - Range
 - Worksheet
 - Workbook

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Continued...



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Content continued...

- User Defined Functions
 - Communicating with users...
 - MsgBox and InputBox
 - Forms and Controls
 - Form and Control Properties
 - Displaying and hiding Forms
 - Toolbars and Menus...
 - Customising and creating Toolbars
 - Customising and creating Menu
 - Assigning Macros and Procedures to Menus and Toolbars
 - Displaying and hiding Toolbars and Menu
 - Debugging and Error-Handling...
 - Finding out what is really happening
 - Suspending execution
 - Stepping options
 - The Local Window
 - Disabling suspect lines of code
 - Error-Handling options
 - Excel Objects, Properties, Methods and Events
 - System Design Considerations...
 - The specification
 - Thorough, careful planning
 - Consultation with users
 - Consistency of style
 - Ease of use
 - Protecting your application
 - Documentation
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