

Microsoft Excel VBA – 2 or 3 Days

Course Description

This 3-day course has been specially designed for the advanced Excel user who wants to make use of the more powerful features of Excel 2000, XP or 2003 made available by VBA. This course explores the VBA language and delegates will be encouraged to write programs to ensure that future editing, amending and updating can be carried out with the minimum of effort. Delegates with programming experience might complete the course in 2-days.

Course prerequisites

Excel users who are confident in their use of the commands, functions and simple Macros gained by prior attendance on an "Excel Advanced" course or via user experience. The course is not intended for users who already have experience of using Excel VBA or Visual Basic.

Introduction to Macros

- What is a Macro?
- Recording a Macro, Running a Macro
- Relative References
- Assigning a Macro to a Button on a Worksheet
- Assigning a Macro to a Button on a Toolbar

Editing Macros

- The Visual Basic Editor
- The Project Explorer
- The Code Window
- Procedures
- Inserting Comments
- Printing a Visual Basic Module

The Range Object

- The Cells Property
- The Range Property
- Flexible Ranges
- Range Contents

Workbooks and Sheets

- Activating a Workbook
- Activating a Worksheet
- ThisWorkBook

Objects, Properties and Methods

- Controlling Objects with their Properties
- Performing Actions with Methods
- Performing Multiple Actions on an Object

Variables and Constants

Control Structures

- Conditional Control Structures
- Looping Control Structures
- Non-Structured Statements
- Subprocedures

Controls, Dialogue Boxes and Forms

- Dialogue Boxes Built-in and Predefined
- Custom Forms
- Worksheet Forms
- Setting the Properties of a Control
- User-Defined Forms
- Adding Form Controls
- Form Control Properties
- Control and Dialogue Box Events

Storing Information

- The Windows Registry, Settings Files

Toolbars and Display

- About Toolbars and Menus
- Attaching Toolbars to Workbooks
- Saving More Than One Toolbar Configuration
- Customising Toolbars
- Display Techniques

Debugging and Error Trapping

- Types of Error
- Instant Watch
- Stepping Through Code
- Error Handling

Worksheet and Workbook Events

Function Procedures

- Function Procedures
- User-Defined Functions
- Function Wizard
- Excel Functions

Add-in Applications

- What is an Add-in?
- Creating an Add-In
- Converting an Add-In to a Workbook

Naming Conventions

- User Form Controls
- Memory Variables