

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
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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