

VBA for Excel

2002 / 2003 / 2007



Duration: 2 Days

Who Should Attend / Target Audience

This course has been developed for people who wish to improve their skills by using Visual Basic for Applications in Excel to increase productivity using automation.

Prerequisites

Participants will need to have attended the Microsoft Excel Advanced course or a working knowledge of the topics covered including recording Macros in Excel.

Learning Outcomes

- Record macros using the recorder and create an application using the recorder
- Create user-defined functions and work with the VBA editor
- Understand VBA concepts and features, create procedures and sub routines
- Work with variables and Excel objects
- Use standard programming techniques and concepts
- Create and program custom forms

Course Content

Version: 21/12/09

Recorded Macros

Macro Recorder Overview
Recording a Macro
Running a Recorded Macro
Relative Recording
Running a Relative Recording
Viewing the Module
Modifying a Recorded Macro

Recorder WorkShop

Creating a Recorded Application
Examining the Data
Recording a Summation Macro
Recording an Averaging Macro
Recording the Maximum Macro
Recording the Minimum Macro
Recording Divisional Macros
Testing Macros
Objects to Run Macros
Assigning a Macro to an Object

User-Defined Functions

Creating a User-defined Function
Using a User-defined Function
Creating another Function
Passing Multiple Arguments
Modifying a Function
Creating a Function Library

Using The VBA Editor

Opening and Closing the Editor
Project Explorer
Properties Window
Using the Work Area
Working with a Code Module
Procedures from the Editor
Set Break Points in the Editor
Step Through A Procedure

Understanding VBA

Using the Immediate Window
Working with Object Collections
Setting Property Values
Working with Worksheets
Programming Object Browser

Procedures

Creating a Command Procedure
Making Sense of IntelliSense
Commenting Statements
Bookmarking in Procedures

Using Variables

Creating and Using Variables
Implicit and Explicit Declarations
The Scope of Variables
Procedure Level Scoping
Module Level Scoping
Public Scoping of Variables
Passing Variables by Reference
Passing Variables by Value
Avoiding Variant Data Types
Using Arrays

Using Excel Objects

Splitting the Screen
Workbook Objects
Worksheet Objects
Using Worksheet Objects
Using Range Objects
Using Objects in a Procedure

Programming Techniques

Programming Conventions
Communicating with the User
Prompting for User Input
Using the Input Method
Using IF to make Decisions
Multiple Condition Looping

Creating Custom Forms

Custom Forms Overview
Creating a Custom Form
Changing the Form Properties
Adding Text Boxes to Forms
Moving Controls
Adding Label Controls to Forms
Changing Text Box & Label Properties
Combo Box, Option, Command
Running a Form

Programming Custom Forms

Forms Programming
Initialising the Form
Closing the Form
Updating the List
Creating Error Checking Procedure
Running a Form from a Procedure

Custom Menus

Creating a New Menu & Cascade Menu
Adding Menu Commands
Assigning Macros to Menu Commands
Removing a Menu
Custom Menus Quick Reference

Automatic Startup

Programming Automatic Events
Running Automatic Procedures
Automatically Starting the Workbook

Next Level Course: n/a

Availability: In House Closed Group Public

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