

Microsoft Excel VBA Introduction

Overview

The skills and knowledge acquired in Microsoft Excel VBA Introduction are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Excel VBA Introduction is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Excel VBA Introduction assumes the delegate has completed the Excel Fundamentals, Excel Intermediate and Excel Advanced courses or has equivalent knowledge.

Objectives

At the completion of Microsoft Excel VBA Introduction you should 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
- debug Excel VBA

Course Duration is 2 days

Course Code: EVBA

Topics

Recorded Macros

Setting Macro Security Levels
 Recording A Simple Macro
 Running A Recorded Macro
 Relative Cell References
 Running A Macro With Relative 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
 Using The Edit Toolbar
 Commenting Statements
 Indenting Code
 Bookmarking In Procedures

Using Variables

Creating & Using Variables
 Implicit And 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 & Properties
 Workbook Methods & Properties
 Viewing Excel & The Editor Together
 Using Workbook Objects
 Worksheet Methods & Properties
 Using Worksheet Objects
 Range Methods & Properties
 Using Range Objects
 Project - Using Objects In A Procedure

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

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

Debugging

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