MICROSOFT EXCEL VBA

Introduction

SQUAReONE

WHO SHOULD ATTEND?

This course is suitable for advanced users of Microsoft Excel. If they are responsible for very large and variable amounts of data, or teams, who need to learn how to program features and functions to develop the accessibility and usability of their data.

OBJECTIVES

This course will provide you with the skills necessary to develop macros, format worksheets, create user-interactive macros, work with multiple worksheets, and perform calculations to help you automate everyday tasks.

DURATION: 2 DAYS

COURSE OVERVIEW

Recording Macros

- Recording a Simple 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, Creating 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 & Closing The Editor, Working With The Project Explorer, Working With The Properties Window, Using The Work Area, Working With a Code Module, Running Procedures From The Editor, Setting Break Points In The Editor, Stepping Through a Procedure

Understanding VBA

- 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 Text, Bookmarking In Procedures

Using Excel Objects

- The Excel Object Model, Splitting the Screen, Using Workbook Objects, Using Worksheet Objects, Using Range Objects, Using Objects in a Procedure

Using Variables

- Creating & Using Variables, Implicit & 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

Programming Techniques

- Programming Conventions, Communicating With The User, Prompting For User Input, Using The Input Method, Using IF To Make Decisions, Testing For Multiple Conditions, Looping a Fixed Number Of Times, Looping a Specified Number Of Times, Looping An Unknown Number Of Times

Creating Custom Forms

- Creating a Custom Form, Changing The Form Properties, Adding Text Boxes To The Form, Moving Controls, Adding Label Controls To The Form, Changing Text Box Control Properties, Changing Label Control Properties, Adding a Combo Box, Adding Option Buttons, Adding Command Buttons, Running a Form

Programming Custom Forms

- Initialising the Form, Closing The Form, Updating The List, 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
- Consolidating Worksheets by Category or by Position

Sharing Workbooks

- Programming Automatic Events, Running Automatic Procedures, Automatically Starting The Workbook