



Microsoft Excel Training

Microsoft Excel Visual Basic

Who Should Do This Course?

This course is intended for proficient Microsoft Excel users who wish to learn how to automate standard features and develop programs in VBA. Participants should have extensive experience in designing and creating workbooks and have a good working knowledge of formulas, ranges, functions and multiple workbooks.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

This course will teach you how to create macros, user defined functions, understand the VBA environment and use a range of programming techniques to develop automated solutions in Excel.

Learning Outcomes

Upon successful completion of this course, students will be able to:

- create recorded macros in Excel
- use the macro recorder to create a variety of macros
- understand the Excel object model and VBA concepts
- work with the three main components of the VBA Editor window
- create command procedures
- create and use variables
- create and work with user-defined functions
- 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 user form
- create procedures that start automatically
- write a variety of error handling routines

Prerequisites

This course assumes the student has prior knowledge of Excel up to an advanced level and has a general understanding of personal computers and the Windows operating system.

Content

Unit 1: Understanding Excel VBA

- Programming in Microsoft Excel
- VBA Terminology
- Displaying the DEVELOPER Tab
- The VBA Editor Screen
- Opening and Closing the Editor
- Understanding Objects
- Viewing 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
- Accessing Help
- Code Glossary

Unit 2: Starting With Excel VBA

- Using the Project Explorer
- Working With the Properties Window
- Using the Work Area
- Viewing Other Panes
- Working With Toolbars
- Working With a Code Module
- Running Code From the Editor
- Setting Breakpoints in Code
- Stepping Through Code

Unit 3: Procedures

- Understanding Procedures
- Where to Write Procedures
- Creating a New Sub Routine
- Using IntelliSense
- Using the Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking in Procedures
- Code Glossary

Unit 4: Using Variables

- Understanding Variables
- Creating and Using Variables
- Explicit Declarations
- The Scope of Variables
- Procedure Level Scoping
- Module Level Scoping
- Understanding Passing Variables
- Passing Variables by Reference
- Passing Variables by Value

- Understanding Data Types for Variables
- Declaring Data Types
- Using Arrays
- Code Glossary

Unit 5: Functions in VBA

- Understanding Functions
- Creating User-Defined Functions
- Using a User-Defined Function in a Worksheet
- Setting Function Data Types
- Using Multiple Arguments
- Modifying a User-Defined Function
- Creating a Function Library
- Referencing a Function Library
- Importing a VBA Module
- Using a Function in VBA Code
- Code Glossary

Unit 6: Using Excel Objects

- The Application Object
- The Workbook Objects
- Program Testing With the Editor
- Using Workbook Objects
- The Worksheets Object
- Using the Worksheets Object
- The Range Object
- Using Range Objects
- Using Objects in a Procedure
- Code Glossary

Unit 7: Programming Techniques

- The MsgBox Function
- Using MsgBox
- 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 Specified Iterations
- The Do Loop Statement
- Looping With Unknown Iterations
- Code Glossary

Unit 8: Creating Custom Forms

- Understanding VBA 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 9: Programming UserForms

- Handling Form Events
- Initialising a Form
- Closing a Form
- Transferring Data From a Form
- Running Form Procedures
- Creating Error Checking Procedures
- Running a Form From a Procedure
- Running a Form From the Toolbar
- Code Glossary

Unit 10: Automatic Startup

- Programming Automatic Procedures
- Running Automatic Procedures
- Automatically Starting a Workbook

Unit 11: Error Handling

- Understanding Error Types
- The on Error Statement
- Simple Error Trapping
- Using the Resume Statement
- Using Decision Structures in Error Handlers
- Working With Err Object
- Error Handling in Forms
- Coding Error Handling in Forms
- Defining Custom Errors
- Code Glossary

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To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**