

## Microsoft Excel 2007

### Visual Basic For Applications

The skills and knowledge acquired in this course are sufficient to be able to create VBA applications within Excel.

#### Who should attend

Programming in VBA Microsoft Excel 2007 is designed for users who wish to learn how to use the inbuilt programming language in Excel to enhance their worksheets and automate processes. This course is designed for users who are keen to extend their understanding and knowledge of the programming features available in Excel.

#### Prerequisites

While no Visual Basic For Applications knowledge is assumed, the participant should have a general knowledge of Microsoft Excel. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

#### Course duration

This is a 2 day course. Typically, courses run from 9:00am to 4:30pm, allowing for morning, afternoon and lunch breaks. Start, finish and break times can be modified to suit your organisation.

#### What you'll need to bring

Training manuals, course training files and writing materials are provided to all participants. No other items are required. Additional copies of the course files can be obtained after the course at no extra charge.

#### Course customisation

On the following page you'll find a detailed breakdown of the topics covered in this course. If you wish to incorporate topics from one of our other Excel courses, contact us and we'll be able to customise this courseware so that the additional material is included.

#### Learning outcomes

At the completion of this course participants 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

#### The training room and facilities

When training on-site at your premises, we require only that each participant has access to their own computer or laptop, with Microsoft Excel 2007 installed.

Internet and networking facilities are not required. A data projector is required, and if your training room or board room is not equipped with one, we're able to provide one at no extra cost.

#### Other questions?

Contact us on (03) 8676 0655, or email us at [enquiries@exceldimensions.com.au](mailto:enquiries@exceldimensions.com.au)

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### 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

### 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
- 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

- 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

### Procedures

- About Procedures
- Creating A Command Procedure
- Making Sense of IntelliSense
- Using The Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking In Procedures

### Using Variables

- Understanding Variables
- Creating And 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

### User Defined Functions

- About Functions
- Creating Simple User-Defined Functions
- Using User-Defined Functions
- Using Multiple Arguments
- Modifying A Function
- Creating A Function Library

### 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

### 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

### 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

### Need more information?

Contact us: (03) 8676 0655

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### Programming UserForms

- 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

### Automatic Startup

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

### 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

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