

Microsoft Excel 2010 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 2010 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 effectively with the main features of the VBA Editor window
- create procedures in VBA
- create and use variables
- create and work with user-defined functions in VBA
- write code to manipulate Excel objects
- use a range of common programming techniques
- create a custom form complete with an assortment of controls
- 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 2010 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

Microsoft Excel 2010

Visual Basic For Applications

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 Macro To The Ribbon
- Assigning A Keyboard Shortcut To A Macro
- Deleting A Macro
- Copying A 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

Understanding Excel VBA

- Programming In Microsoft Excel
- VBA Terminology
- Understanding Objects
- Viewing The Excel 2010 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
- The Best VBA Help Available

The VBA Editor

- The VBA Editor Screen
- Opening And Closing The Editor
- 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

Procedures

- Understanding Procedures
- Where Procedures Live
- Creating A New Sub Routine
- Making Sense Of IntelliSense
- Using The Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking In Procedures

Using Variables

- Understanding Variables
- Creating And Using Variables
- Explicit Declarations
- The Scope Of Variables
- Procedure Level Scoping
- Module Level Scoping
- Passing Variables
- Passing Variables By Reference
- Passing Variables By Value
- Data Types For Variables
- Declaring Data Types
- Using Arrays

Functions In VBA

- Understanding Functions
- Creating VBA Functions
- Using A VBA Function In A Worksheet
- Setting Function Data Types
- Using Multiple Arguments
- Modifying A VBA Function
- Creating A Function Library
- Referencing A Function Library
- Importing A VBA Module
- Using A Function In VBA Code

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

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

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

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

Automatic Startup

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

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

Need more information?

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