



# Introduction to VBA - Excel 2003/2007

## Course Outline

**Duration: 2 Days**

### Recorded Macros

- Macro Recorder Overview
- Recording & Running a 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 Macros with Functions
- Testing Macros
- Creating Objects to Run Macros
- Assigning a Macro to an Object

### User-Defined Functions

- User Defined Function Overview
- 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

- Overview of the VBA Editor
- Opening and 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

- Overview of 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

- Overview of Procedures
- Creating a Command Procedure
- Making Sense of IntelliSense
- Using the Edit Toolbar
- Commenting Statements
- Indenting Text
- Bookmarking In Procedures

### Using Variables

- Overview of Variables
- Creating and Using Variables
- Implicit and 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

### Using Excel Objects

- Overview of the Excel Object Model
- Splitting the Screen
- Using Workbook Objects
- Using Worksheet Objects
- Using Range Objects
- Using Objects in a Procedure

### Programming Techniques

- Understanding 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**

- Custom Forms Overview
- 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**

- Overview Forms Programming
- Initialising the Form
- Closing the Form
- Updating the List
- Creating Error Checking Procedures
- Running a Form from a Procedure

## **Custom Menus**

- Overview of Custom Menus
- Creating a New Menu
- Creating a Cascade Menu
- Adding Menu Commands
- Assigning Macros to Menu Commands
- Removing a Menu

## **Automatic Start-up**

- Overview of Automatic Start-up
- Programming Automatic Events
- Running Automatic Procedures
- Automatically Starting the Workbook