



Microsoft Excel - VBA

2016



Topics Covered:

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

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

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

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

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

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

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 Loop
Looping With Specified Iterations
The Do Loop Statement
Looping With Unknown Iterations
Code Glossary

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
Code Glossary

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
Code Glossary

Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
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MSEX VBA

Duration:

1 Full Day

Who should attend:

The skills and knowledge acquired in this workshop are sufficient to be able to create real life working VBA applications within Excel. The participant will be able to work with VBA within the Excel environment to program and automate worksheet operations.

Course Pre-requisites:

The participant needs to have a good knowledge of working with Excel. They should be able to create and edit workbooks, enter formulas, copy, paste, and format data. The participant must also have a general understanding of personal computers and the Windows operating system environment and be able to use File Explorer to locate and copy files.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Project Introduction
- Microsoft Word Introduction
- Microsoft Office

