

MS Excel VBA Course (2 Day Course)

Course Content

- Getting Started**
- Introducing Visual Basic for Applications
 - Displaying the Developer Tab
 - Recording a Macro
 - Saving a Macro-Enabled Workbook
 - Running a Macro
 - Editing a Macro in the Visual Basic Editor
 - Understanding the Development Environment
 - Using Visual Basic Help
 - Understanding Macro Security

- Working with Procedures and Functions**
- Understanding Modules
 - Creating a Standard Module
 - Understanding Procedures
 - Creating a Sub Procedure
 - Calling Procedures
 - Using the Immediate Window to Call Procedures
 - Creating a Function Procedure
 - Naming Procedures
 - Working with the Code Editor

- Understanding Objects**
- Understanding Objects
 - Navigating the Excel Object Hierarchy
 - Understanding Collections
 - Using the Object Browser
 - Working with Properties
 - Using the With Statement
 - Working with Methods
 - Creating an Event Procedure

- Using Expressions, Variables, and Intrinsic Functions**
- Understanding Expressions and Statements
 - Declaring Variables
 - Understanding Data Types
 - Working with Variable Scope
 - Using Intrinsic Functions
 - Using Intrinsic Constants
 - Using Message Boxes
 - Using Input Boxes
 - Declaring and Using Object Variables

- Controlling Program Execution**
- Understanding Control-of-Flow Structures
 - Using the If...End If Decision Structures
 - Using the Select Case...End Select Structure
 - Using the Do...Loop Structure
 - Using the For...To...Next Structure
 - Using the For Each...Next Structure
 - Guidelines for use of Control-of-Flow Structures

Course Overview

This 2-day VBA course is the perfect introduction to VBA and shows you how to use it to enhance Excel. You'll then learn how to work with the key objects and uncover the best ways to gain access to workbooks, worksheets, and more.

Course Prerequisites

Delegates should have proficient knowledge of Microsoft Excel or should have attended all of the following courses (or similar) prior to this course:

- DataSafeXL Excel Introduction
- DataSafeXL Excel Intermediate
- DataSafeXL Excel Advance

Booking Information

- Courses are instructor led and paced to match the participant(s) skill set.

- All of our courses have been designed for Microsoft Excel 2003, 2007 and the newest Microsoft Excel 2010.

- One to one tuition is available and can be delivered on clients premises.

- Feel free to contact us for a quote and book your Microsoft Excel training session with us.

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Working with Forms and Controls

- Understanding UserForms
- Using the Toolbox
- Working with UserForm Properties, Events, and Methods
- Understanding Controls
- Setting Control Properties in the Properties Window
- Working with Control Appearance
- Setting the Tab Order
- Populating a Control
- Adding Code to Controls
- Launching a Form in Code

Debugging Code

- Understanding Errors
- Using Debugging Tools
- Setting Breakpoints
- Stepping through Code
- Using Break Mode during Run mode
- Determining the Value of Expressions

Handling Errors

- Understanding Error Handling
 - Understanding VBA's Error Trapping Options
 - Trapping Errors with the On Error Statement
 - Understanding the Err Object
 - Writing an Error-Handling Routine
 - Working with Inline Error Handling
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All course contents are subject to change with prior notice.