



Refine-IT

Course Outline MS Excel Visual BASIC for Applications (VBA) A Two Day Training Course for Non-Programmers

Overview and Goals - The MS Excel - Visual BASIC for Applications (VBA) course has been specifically designed for the advanced Excel user who wishes to make use of the more powerful facilities of MS Excel made available from VBA. This course explores the VBA language and delegates will develop a small project to ensure that future editing, amending, updating and data extractions can be carried out with the minimum of effort. The course is aimed at those with little or no previous programming background, although experienced programmers wishing to learn VBA will find it a quick and valuable introduction to the language. Previous experience of recording Excel macros is desirable though not essential. Throughout the course the theme of adopting good programming practices will be encouraged.

Course Objectives - to introduce the techniques of programming in VBA through the development of a typical Excel application.

Who Should Attend - Excel users who have a strong working knowledge of the product.

Duration- 2 days

Introduction

- What is a Macro
- Recording & Running a Macro
- Relative References

Assigning Macros to Buttons and Objects

- Assigning a Macro to a Button or a Drawn Object on a Sheet
- Assigning a Macro to a Button on a Toolbar

Editing Macros

- Visual Basic Editor
- Project Explorer
- Procedures; Inserting Comments
- Printing a Visual Basic Module

Improving macro performance

- Aesthetic improvements
- Increasing speed

Creating VBA Projects

- Structuring an application
- Identifying Modules and procedures
- Writing and testing tight and concise

VBA code

- Adopting good programming practices

Developing the course project

- Collecting user input
- Verifying success of each procedure
- Understanding an application's requirements

The Range Object

Cells & Range Method; Flexible Ranges
Virtual Worksheets; Range Contents

Workbooks and Sheets

Activating a Workbook & Worksheet
This Workbook

Objects, Properties & Methods

Controlling Objects with their Properties
Performing Actions with Methods
Performing Multiple Actions on an Object
Variables
Variables and associated Data Types
Object Variables

Control Structures

Conditional & Looping Control Structures
Non-Structured Statements
Sub Procedures

What you will be able to do

On completion of the above you will be equipped with the skills to handle the following situations automatically (i.e. programmatically with VBA)

- Record and Edit Excel macros
- Make informed decisions on when to Record macros and when to write VBA programs
- Run macros or VBA programs from a worksheet using command and/or toolbar buttons
- Open, Close, Save Workbook(s)
- Insert, Delete, Rename Worksheet(s)
- Close/save all Open workbooks and Quit Excel.
- Interact with the PC user through messages and keyboard input including selections from dropdown lists.
- Construct efficient and easily maintainable VBA Programs.
- Identify beginning and end of a range of worksheet cells.
- Extract user specified data from a range of cells (similar to but beyond filtering).
- Build multiple worksheets from data extracted from other sheets/workbooks.
- Format ranges of cells
- Carry out arithmetic within VBA or insert Excel functions into a sheet.
- Trap and handle user generated errors.
- Develop your own functions similar to those offered by Excel



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

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