



MICROSOFT EXCEL VBA - INTRODUCTION

Course Duration: 2 Days

- 1. Introduction**
 - What is a Macro
 - Recording a Macro
 - Running a Macro
 - Relative References
- 2. Assigning Macros to Buttons and Objects**
 - Assigning a Macro to a Button on a Work Sheet
 - Assigning a Macro to a Drawing Object on a Sheet
 - Assigning a Macro to a Button on a Toolbar
 - Customising a Toolbar
 - Button Image Editor
 - Changing a Button's ScreenTip
- 3. Editing Macros**
 - Visual Basic Editor
 - Project Explorer
 - Procedures
 - Inserting Comments
 - Printing a Visual Basic Module
- 4. The Range Object**
 - Cells Method
 - Range Method
 - Flexible Ranges
 - Virtual Worksheets
 - Range Contents
- 5. Workbooks and Sheets**
 - Activating a Workbook
 - Activating a Worksheet
 - This Workbook
- 6. Objects Properties and Methods**
 - Controlling Objects with their properties
 - Performing Actions with Methods
 - Performing Multiple Actions on an Object
- 7. Variables and Constants**
 - Variables
 - Data Types, Constants
- 8. Control Structures**
 - Conditional Control Structures
 - Looping Control Structures
 - Non-Structured Statements
 - Sub Procedures
- 9. Controls, Dialogue Boxes and Forms**
 - Built-In Dialogue Boxes
 - Predefined Dialogue Boxes
 - Custom Forms, Worksheet Forms
 - User Defined Forms
 - Adding Form Controls
 - Form Control Properties
 - Control and Dialogue Box Events
 - Displaying and Dismissing a User Form
- 10. Toolbars and Display**
- 11. Debugging and Error Trapping**
 - Errors, Break Mode
 - Instant Watch, Stepping
 - Error Handling, Error Handling Example
- 12. Worksheet and Workbook Events**
 - Worksheet Object Events
 - Workbook Object Events
- 13. Function Procedures**
 - Introduction
 - User Defined Functions