



## 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