

Microsoft Excel VBA Introduction

OBJECTIVES

The course is designed to give experienced Excel users proficiency in creating procedures that run in response to specific events, working with control structures, developing user forms to accept or display data, validating the data entry in user forms, and debugging and handling errors in code.

Duration: 2 Days

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| <p>1. INTRODUCTION</p> <ul style="list-style-type: none">• What is a Macro• Record and Run a Macro | <p>7. VARIABLES AND CONSTANTS</p> <ul style="list-style-type: none">• Variables• Data Types, Constants |
| <p>2. ASSIGNING MACROS TO BUTTONS/OBJECTS</p> <ul style="list-style-type: none">• Assign Macros to a Work Sheet• Assign Macros to the Toolbar• Button Image Editor• Change a Button's ScreenTip | <p>8. CONTROL STRUCTURES</p> <ul style="list-style-type: none">• Conditional Control Structures• Looping Control Structures• Non-Structured Statements• Sub Procedures |
| <p>3. EDITING MACROS</p> <ul style="list-style-type: none">• Visual Basic Editor/Project Explorer• Procedures• Inserting Comments• Printing a Visual Basic Module | <p>9. CONTROLS, DIALOGUE BOXES AND FORMS</p> <ul style="list-style-type: none">• Built-In Dialogue Boxes• Predefined Dialogue Boxes• Custom Forms, Worksheet Forms• User Defined Forms• Add Form Controls• Form Control Properties• Control and Dialogue Box Events• Display and Dismiss a User Form |
| <p>4. THE RANGE OBJECT</p> <ul style="list-style-type: none">• Cells Method• Range Method• Flexible Ranges• Virtual Worksheets• Range Contents | <p>10. TOOLBARS AND DISPLAY</p> |
| <p>5. WORKBOOKS AND SHEETS</p> <ul style="list-style-type: none">• Activate a Workbook/Worksheet• This Workbook | <p>11. DEBUGGING AND ERROR TRAPPING</p> |
| <p>6. OBJECTS PROPERTIES AND METHODS</p> <ul style="list-style-type: none">• Control Objects with properties• Perform Actions with Methods• Perform Multiple Actions on an Object | <p>12. WORKSHEET AND WORKBOOK EVENTS</p> <ul style="list-style-type: none">• Worksheet Object Events• Workbook Object Events |
| | <p>13. FUNCTION PROCEDURES</p> <ul style="list-style-type: none">• Introduction• User Defined Functions |