

### Microsoft® Excel VBA

### Introduction 2-Days

#### Course Outline

#### Basics

Recap Recording Macros  
 Absolute and Relative Cell Referencing  
 Running Macros – shortcut keys,  
 worksheet and toolbar buttons  
 The VB Editor

#### Creating Macros without using the Recorder

Module Sheets, Procedures:  
 subroutines

#### Stepping through and Debugging Macros

Stepping in, out and over subroutines  
 Setting Breakpoints  
 Immediate, Locals and Watch windows

#### Variables and Constants

Data Types  
 Declaring Variables  
 Scope and Lifetime  
 Option Explicit

#### Objects, Methods and Properties

Collections  
 Containers and Object Hierarchy  
 Properties  
 Methods and Method Arguments  
 With...End With Statement

#### If Statements

#### Select Case Statement

#### Input and Message Boxes

#### Loops

Do Loops  
 For...Next Loops

#### Arrays

#### Object Collections

For...Each Loops

#### Manipulating the Range Object Charts and ChartObjects PivotTables

#### Functions

VB Functions  
 Manipulating Strings  
 Accessing Excel's Worksheet Functions  
 User Defined Functions  
 Defining Arguments in Function  
 Procedures

#### Defining Arguments in Subroutines

#### Error Handling

Trapping Errors  
 Resume and Resume Next  
 Creating an Error Handler

#### Event Procedures

#### Creating Add-Ins

Creating Add-In Applications  
 Password-Protecting the Project

#### Userforms

Designing Userforms  
 Adding Controls  
 Userform events and Code  
 Running Userforms

#### Additional Subjects:

Programmatically manipulating Commandbars  
 More complex Userforms  
 Working with the File System  
 Automation  
 - Word  
 - Access DAO/ADO

**These hands-on courses include refreshments and course materials**

Registration will begin from 9:30am finishing at 4.30pm.

**For an information pack, or to book courses, Please telephone:**

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**or visit our website: [www.ComputerCourses.co.uk](http://www.ComputerCourses.co.uk)**