

Microsoft Office Excel VBA Course Outline 2/3 Day Course



Course aims:

This course will take the delegate beyond simple macros and show how they can use VBA in Excel to customise functions.

Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a very good understanding of Microsoft Office Excel; alternatively they may have attended the Expert User course.

Who should attend:

Delegates should have a good knowledge of Excel to Beyond the Basics to Expert Level and have a understanding of why we might need macros. If possible the delegate should have a desired end macro application in mind. **Note:** It may not always be possible to cover the full range of topics above during the course. As far as is possible, areas of interest to the delegates will be included. Exercises and tasks will be given during 2/3 day courses

Duration: 1 day

Introduction to Macros	Recording macros, assigning macros to buttons, assigning macros to toolbars
VBA Structures	<ul style="list-style-type: none"> Defining variables excel objects - workbook, sheet, range, cell ... methods and properties functions and subroutines building custom functions conditional structures (if , block if and case) looping structures (do... while, for...next, for ... each) referencing excel items (worksheets, cells etc) absolute cell references and relative cell references reference by numeric location r, c notation modifying data in range objects manipulating workbook and worksheet structures using charts from within VBA using the stepper and debugger using the object reference library error handling building and using user forms building custom toolbars and menus event triggered macros (auto open, close, data change) using the workbooks/worksheets events making references to other applications from excel reading and writing to text files
Optional if time	Controlling the window and user environment
Note: Some topics may not be covered due to time limitation and standard of delegates	

Course Outline