

## MICROSOFT EXCEL – VISUAL BASIC FOR APPLICATIONS COURSE OUTLINE

<b>APPLICATION</b>	MICROSOFT EXCEL
<b>LEVEL</b>	VISUAL BASIC FOR APPLICATIONS
<b>DURATION</b>	TWO DAYS
<b>WHO SHOULD ATTEND</b>	The course is designed for experienced users of Excel's advanced features, who now wish to extend their knowledge to include the use of Visual Basic for Applications (VBA) within Excel.

### OBJECTIVES

At the end of the course the delegate will be able to:

<b>Recording Code in Excel</b>	Using the Personal Workbook; Replaying Code; Placing buttons on Worksheets; Creating Toolbar buttons to run Macros; Editing the Menu Bar to run Macros
<b>Working with VB Editor</b>	Navigating a project in the Project Window; Using the Properties Window, Opening the Code Window
<b>Writing Code</b>	Types of procedures; Entering Code
<b>Running Code</b>	Run mode and Design mode; Running Code from the development environment; Running Code from the host application
<b>Reusing Code</b>	Exporting a file; Importing a file
<b>Using VB for Applications</b>	Using Variables; Lifetime and scope of variables; Using and writing sub-procedures; Using and writing Function procedures
<b>Controlling Programme flow</b>	Conditional structures; Looping structures; Trapping errors
<b>Debugging</b>	Using the break mode; Using the VB Editor debug features
<b>Using Standard VB Functions in your Code</b>	Input Boxes; Message Boxes; Standard VB Functions
<b>Creating and Using Forms Within Excel</b>	Adding a Form to a project; Adding controls to a Form; Setting Control properties
<b>Working with Forms</b>	Displaying a Form; Working with Form Events
<b>Using Microsoft Excel Objects</b>	Opening and Saving Workbooks; Workbook Events
<b>Using Worksheets</b>	Selecting a Worksheet and a range of cells; Inserting and Reading data from Excel Cells
<b>Using VB</b>	Using VB Objects, Methods and Properties to manipulate, read and analyse data in a spreadsheet