

*This course is designed for those who wish to learn more about macros - from the simple recording techniques to building programmable solutions within Excel. This course covers topics such as creating macros, user defined functions, understanding the VBA environment and programming techniques.*

### Pre-Requisites

It is essential that students have attended an Advanced Excel course or have the skills and experience of topics covered in that course.

Participants should have extensive experience in designing and creating workbooks and a good working knowledge of formulas, ranges, functions and multiple workbooks.

### Duration

2 Days

### Cost

\$825 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

### Contact Details

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### Course Content

#### Recorded Macros

- Setting Macro Security Levels
- Recording a Simple Macro
- Running a Recorded Macro
- Relative Cell References
- Viewing a Macro Module
- Modifying a Recorded Macro

#### Recorder Workshop

- Preparing Data For an Application
- Recording a Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects to Run Macros
- Assigning a Macro to an Object

#### User-Defined Functions

- User-Defined Functions Theory
- Creating Simple User-Defined Functions
- Using User-Defined Functions
- Using Multiple Arguments
- Modifying a Function
- Creating a Function Library

#### Using the VBA Editor

- Opening and Closing the Editor
- Working with the Project Explorer
- Working with the Properties Window
- Working with the Work Area
- Working with a Code Module
- Running Procedures from the Editor
- Setting Breakpoints in the Editor
- Stepping Through a Procedure

### Understanding VBA

- VBA Terminology
- Accessing the Excel Object Model
- Using the Immediate Window
- Working with Object Collections
- Setting Property Values
- Working with Worksheets
- Using the Object Browser
- Programming with the Object Browser

### Procedures

- Creating a Command Procedure
- Making Sense of Intellisense
- Using the Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking In Procedures

### Using Variables

- Creating and Using Variables
- Implicit & Explicit Declarations
- The Scope of Variables
- Procedure Level Scoping
- Module Level Scoping
- Passing Variables by Reference
- Passing Variables by Value
- Data Types
- Declaring Data Types
- Using Arrays

### Using Excel Objects

- Application Methods and Properties
- Workbook Methods and Properties
- Viewing Excel and the Editor Together
- Using Workbook Objects
- Worksheet Methods and Properties
- Using Worksheet Objects
- Range Methods and Properties
- Using Range Objects
- Project – Using Objects in Procedures

### Programming Techniques

- The MsgBox Function
- Sending Message to the User
- InputBox Techniques
- Using the InputBox Function
- Using the InputBox Method
- The IF Statement
- Using IF for Single Conditions
- Using IF for Multiple Conditions
- The FOR NEXT Statement
- Looping with Known or Specified Iterations
- The DO LOOP Statement
- Looping with Unknown Iterations

### Creating Custom Forms

- Creating a Custom Form
- Adding Text Boxes to a Form
- Changing Text Box Control Properties
- Adding Label Controls to a Form
- Adding a Combo Box Control
- Adding Option Buttons
- Adding Command Buttons
- Running a Custom Form

### Programming Custom Forms

- Initialising a Form
- Closing a Form
- Transferring Data from a Form
- Running Form Procedures
- Creating Error Checking Procedures

### Custom Menus

- Creating a New Menu
- Creating a Cascading Menu
- Adding Menu Commands
- Assignment Macros to Menus

### Automatic Startup

- Programming Automatic Procedures
- Running Automatic Procedures