Microsoft Excel Macro Training

Duration: **3 Day**

BILGINC IT Academy
info@bilginc.com
bilginc.com

Overview

This course is designed to give proficiency in the Visual Basic Editor (VBE), predominantly making use of Excel objects, basic VBA programming, event handling, control structures, and debugging tools.

The course is suitable for users of Office 2007, 2010, 2013 and 2016 due to the minimal differences between versions. Note that this course will normally be delivered on PCs with Office 2016 installed.

Prerequisites

There are no prerequisites for this course.

Who Should Attend

Excel can be joined to anyone who has completed basic and excel advanced levels.

What You Will Learn

- Record and edit a Macro
- Use different techniques in order to run any macros available such as keyboard commands, the use of the Quick Access Toolbars or Buttons
- Use VBA and examine the Visual Basic Editor; change the properties of an object; add a module to a project; write the code for a procedure and then run it; and use the Object Browser to search procedures
- Manipulate data by declaring variables of different data types; combine data by using expressions; use functions to accept input and display output; and declare variables and procedures with the appropriate scope
- Use decision structures to create procedures that make decisions; and use loop structures to perform repetitive tasks
- Create an error handling routine in case things go wrong with VBA code

Outline

Introduction

What is a Macro

- Recording a Macro
- Relative References
- Running A Macro
- Running A Macro From The Macros Dialog Box

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- Editing A Macro With Visual Basic
- Assigning Macros to buttons and objects

Assigning a Macro to a Button on a Sheet

- Assigning a Macro to a Drawn Object on a Sheet
- Assigning a Macro to a Button on a Toolbar
- Creating A Short-Cut Key To Run A Macro
- Visual Basic Editor

Objects

- Methods
- Properties
- Programming Tools
- The Menu Bar
- Editing Macros

The Visual Basic Editor

- The Project Explorer
- The Code Window
- Procedures
- Inserting Comments
- Printing a Visual Basic Module
- The Range Object

The Cells Property

- The Range Property
- Flexible Ranges
- Range Contents
- Building Formulae Control Structures

If...Then Decision Structures

- Logical Operators
- For... Loops
- Do Loops
- Event Handling

Vba Editing & Debugging

- Auto Macros
- Error Handling
- Controls, Dialogue

Built-In Dialogue Boxes

- Predefined Dialogue Boxes
- Custom Forms and Worksheet Forms
- User-Defined Forms
- Adding Form Controls
- Form Control Properties

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- Control and Dialogue Box Events
- Displaying and Dismissing a User Form
- Handling Form Controls
- Control Structures

Conditional Control Structures

- Looping Control Structures
- Non-Structured Statements
- Subprocedures
- Workbooks and Sheets

Activating a Workbook

- Activating a Worksheet
- ThisWorkBook, Running Code
- Run Mode And Design Mode
- Running Code From The Development Environment
- The Project Explorer

Using The Project Explorer

- The Properties Window

Changing A Property

- Using Constants

Excel Constants and Variable Constants

- Objects Properties and Methods

Controlling Objects with their Properties

- Performing Actions with Methods
- Performing Multiple Actions on an Object
- Excel Objects

Objects, Properties and Methods

- Getting & Setting Properties
- Variables

Using Variables In Routines

- Using Basic Functions

Inputbox Function

- Msgbox Function
- Using A Set Statement