

MICROSOFT OFFICE EXCEL 2003 VISUAL BASIC FOR APPLICATIONS

COURSE AIMS

This course is aimed at experienced users of Excel 2003 who wish to extend the versatility of the package by automating complex or repetitive tasks by the use of the Visual Basic for Applications (VBA) macro programming language.

On completion of the course the user should be able to confidently design and create relatively sophisticated macro programmes and do the following:

- Record and edit Excel VBA macros/procedures.
- Design, write and attach macros to a toolbar, menu or object.
- Include standard control structures in procedures.
- Add and write procedures to support controls on worksheets and in forms.
- Build an automated application, including user-defined forms.

COURSE OUTLINE

Introduction to VBA

Recording a Macro
Running a Macro
Visual Basic Editor

The Range Object

Moving the Activecell
Selecting Ranges

Procedures

Variables & Constants

Declaring Variables
Data Types

Control Structures

Repetition and choice -
IF, FOR...NEXT, FOR EACH...NEXT,
DO...WHILE
Subroutines – Passing Parameters

Objects, Properties and Methods

Controls and Dialog Boxes

Adding Controls to Worksheets
Built-In and Predefined Dialog Boxes

User-Defined Forms

Form Controls and Events
Managing Forms

Menus and Toolbars

Building Custom Menus
Modifying Toolbars

Testing and Debugging

Using the Debugging Tools
Error Handling

Events

Worksheet and Workbook Events

User-Defined Functions

NOTES

Users should have attended an Excel 2003 Advanced course prior to attending this course, or have a similar level of knowledge. No previous programming knowledge is assumed but would be useful.

This course is NOT suitable for developers experienced in other languages but with no or limited Excel 2003 knowledge.

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