MS Excel 2000
MACROS & Visual Basic for Applications (VBA)
A Two-Day Training Course

Course Aims

This course has been specially designed for advanced user who wants to make use of the more powerful features of MS Excel 2000 made available by VBA. This course explores VBA language and delegates will be encouraged to write programs to ensure that future editing, amending and updating can be carried out with the minimum of effort.

Course Outline

Introduction to Macros

- What is a Macro?; Recording a Macro
- Running a Macro; Relative References
- Assigning a Macro to a Button on a Worksheet
- Assigning a Macro to a Button on a Toolbar
- Button Image Editor

Editing Macros

- The Visual Basic Editor; The Project Explorer
- The Code Window; Procedures
- Inserting Comments; Printing a Visual Basic Module

The Range Object

- What is the Range Object?
- The Cells Property; The Range Property
- Flexible Ranges; Range Contents

Workbooks and Sheets

- Activating a Workbook; Activating a Worksheet
- ThisWorkBook

Objects, Properties and Methods

- Controlling Objects with their Properties
- Performing Actions with Methods
- Performing Multiple Actions on an Object

Variables and Constants

Control Structures

- Conditional Control Structures
- Looping Control Structures; Non-Structured Statements
- Subprocedures

Controls, Dialogue Boxes and Forms

- Built-In Dialogue Boxes; Predefined Dialogue Boxes
- Custom Forms; Worksheet Forms
- Setting the Properties of a Control
- User-Defined Forms; Adding Form Controls
- Form Control Properties
- Control and Dialogue Box Events
- Displaying and Dismissing a User Form
- Handling Form Controls

Storing Information

- The Windows Registry; Settings Files

Toolbars and Display

- About Toolbars and Menus
- Attaching Toolbars to Workbooks
- Saving More Than One Toolbar Configuration
- Customising Toolbars; Display Techniques

Debugging and Error Trapping

- What are Errors?; Types of Error
- Break Mode; Instant Watch
- Stepping Through Code; Error Handling

Worksheet and Workbook Events

Function Procedures

- Function Procedures; User-Defined Functions
- Function Wizard; Excel Functions

Add-in Applications

- What is an Add-in?; Creating an Add-In
- Converting an Add-In to a Workbook

Appendix - Naming Conventions

- User Form Controls; Memory Variables

Target Audience

Existing Excel 2000 power users who wish to utilise the VBA to develop more sophisticated applications.

Assumed Knowledge

Excel 2000 users who are confident in their use of the commands, functions and simple Macros gained by

prior attendance on an "MS Excel 2000 Advanced" course or via user experience.