

## **Microsoft Excel 97 MACROS & Visual Basic Application (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 facilities of MS Excel 97 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***

- What is a Macro?
- Recording and Running a Macro
- Relative References

#### ***Assigning Macros to Buttons and Objects***

- Assigning a Macro to a Button or a Drawn Object on a Sheet
- Assigning a Macro to a Button on a Toolbar
- Customising a Toolbar
- Creating a Toolbar
- Button Image Editor

#### ***Editing Macros***

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

#### ***The Range Object***

- The Cells and Range Property
- Flexible Ranges
- Range Contents

#### ***Workbooks and Sheets***

- Activating a Workbook and Worksheet
- This Workbook

#### ***Objects, Properties and Methods***

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

#### ***Variables and Constants***

- Variables, Data Types & Constants

#### ***Control Structures***

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

#### ***Controls Dialogue Boxes and Forms***

- Built-In and Predefined Dialogue Boxes
- Custom, Worksheet and 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
- WritePrivateProfileString

#### ***Toolbars and Display***

- About Toolbars and Menus
- Customised Toolbars
- Display

#### ***Debugging and Error trapping***

- Errors, Break Mode; Instant Watch
- Stepping and Error Handling

#### ***Worksheet and Workbook Events***

- Worksheet Object Events
- Workbook Object Events

#### ***Function Procedures***

- User Defined Functions

#### ***Add-In Applications***

- Creating an Add-In

#### ***Appendix - Naming Conventions***

- User Form Controls; Memory Variables

### **Target Audience:**

Existing Excel 97 power users who wish to utilise the VBA to develop more sophisticated applications.

### **Assumed Knowledge:**

Excel 97 users who are confident in their use of the commands, functions and simple Macros gained by prior attendance on an "MS Excel 97 Advanced" course or via user experience.