



## MICROSOFT EXCEL VBA - INTRODUCTION

*A Two Day Course Covers:*

- 1. Introduction**
  - What is a Macro
  - Recording a Macro
  - Running a Macro
  - Relative References
- 2. Assigning Macros to Buttons and Objects**
  - Assigning a Macro to a Button a Sheet
  - Assigning a Macro to a Drawn Object on a Sheet
  - Assigning a Macro to a Button on a Toolbar
  - Customising a Toolbar
  - Button Image Editor
  - Changing a Button's ScreenTip
- 3. Editing Macros**
  - Visual Basic Editor
  - Project Explorer
  - Procedures
  - Inserting Comments
  - Printing a Visual Basic Module
- 4. The Range Object**
  - 
  - Cells Method
  - Range Method
  - Flexible Ranges
  - Virtual Worksheets
  - Range Contents
- 5. Workbooks and Sheets**
  - Activating a Workbook
  - Activating a Worksheet
  - This Workbook
- 6. Objects Properties and Methods**
  - Controlling Objects with their properties
  - Performing Actions with Methods
  - Performing Multiple Actions on an Object
- 7. Variables and Constants**
  - Variables
  - Data Types, Constants
- 8. Control Structures**
  - Conditional Control Structures
  - Looping Control Structures
  - Non-Structured Statements
  - Sub Procedures
- 9. Controls, Dialogue Boxes and Forms**
  - Built-In Dialogue Boxes
  - Predefined Dialogue Boxes
  - Custom Forms, Worksheet Forms
  - User Defined Forms
  - Adding Form Controls
  - Form Control Properties
  - Control and Dialogue Box Events
  - Displaying and Dismissing a User Form
- 10. Toolbars and Display**
- 11. Debugging and Error Trapping**
  - Errors, Break Mode
  - Instant Watch, Stepping
  - Error Handling, Error Handling Example
- 12. Worksheet and Workbook Events**
  - Worksheet Object Events
  - Workbook Object Events
- 13. Function Procedures**
  - Introduction
  - User Defined Functions