



Duration: 2 days

*What you will cover
in this course:*

*Assuming a good
understanding of
spreadsheets, you
will learn to take
advantage of the
following features
of Microsoft Excel.*

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What is a VBA Macro?

- When do you need a Macro?

Creating a Macro

- Planning a Macro
- Naming Your Macros
- Recording Your Macros
- Running Your Macro
- Relative and Absolute References in Recorded Macros
- Recreating Your Macro with Relative Addresses
- Deleting a Macro
- Assigning a Shortcut Key
- Assigning a Macro to a Command Button
- Adding a Macro to a Toolbar

Where Your Macros Are Stored

- A Word About Macro Viruses
- Using the Personal Macro Workbook

Viewing Your Recorded Macros

- Understanding Modules and Projects
- Meeting the Visual Basic Editor

VBA – What It Can Do For You

- A Little Bit of BASIC History

Using the Visual Basic Editor

- Starting the VBE
- Using the Project Explorer
- Microsoft Excel Objects
- Expanding and Collapsing Folders
- Toggling the Display of the Folders
- Opening a Module in the Project Explorer
- Deleting a Module from a Project
- Renaming a Project
- Saving Your Work from the VB Editor
- Understanding the Properties Window
- Using the Code Window

Modifying Recorded Macros

- Using the VBE to modify your recorded code

Using Program Control Statements

- Making Decisions with If ... Then ...
- Repeating with the Do ... Loop
- Recording additional lines in an existing macro
- Choosing with the Select Case
- Using the For ... Next
- Using With ... End With

Taking Control of Excel with VBA

What is an Object?

- Methods and Properties of Objects
- Using Collections of Objects

Understanding Excel's Object Model

- The Application Object
- Using Workbook Objects
- Working with Worksheet Objects
- Working with the Selection and Range Objects
- Using the Object Browser

Interacting with the User

- Displaying Messages with Message Boxes
- Getting Input with Input Boxes

Subroutines

Programming with Events