

MS EXCEL VBA using 2010



Computer Smart Training Centre

SOFTWARE TRAINING SPECIALISTS

➤ **Recorded Macros**

- ✓ Understanding Excel Macros
- ✓ Setting Macro Security
- ✓ Saving A Document As Macro Enabled
- ✓ Recording A Simple Macro
- ✓ Running A Recorded Macro
- ✓ Relative Cell References
- ✓ Running A Macro With Relative References
- ✓ Viewing A Macro
- ✓ Editing A Macro
- ✓ Assigning A Macro To The Toolbar
- ✓ Running A Macro From The Toolbar
- ✓ Assigning A Macro To The Ribbon
- ✓ Assigning A Keyboard Shortcut To A Macro
- ✓ Deleting A Macro
- ✓ Copying A Macro

➤ **Recorder Workshop**

- ✓ Preparing Data For An Application
- ✓ Recording A Summation Macro
- ✓ Recording Consolidations
- ✓ Recording Divisional Macros
- ✓ Testing Macros
- ✓ Creating Objects To Run Macros
- ✓ Assigning A Macro To An Object

➤ **Understanding Excel VBA**

- ✓ Programming In Microsoft Excel
- ✓ VBA Terminology
- ✓ Understanding Objects
- ✓ Viewing The Excel 2010 Object Model
- ✓ Using The Immediate Window
- ✓ Working With Object Collections
- ✓ Setting Property Values
- ✓ Working With Worksheets
- ✓ Using The Object Browser
- ✓ Programming With The Object Browser
- ✓ The Best VBA Help Available

➤ **The VBA Editor**

- ✓ The VBA Editor Screen
- ✓ Opening And Closing The Editor
- ✓ Using The Project Explorer
- ✓ Working With The Properties Window
- ✓ Using The Work Area
- ✓ Viewing Other Panes
- ✓ Working With Toolbars
- ✓ Working With A Code Module
- ✓ Running Code From The Editor
- ✓ Setting Breakpoints In Code
- ✓ Stepping Through Code

➤ **Procedures**

- ✓ Understanding Procedures
- ✓ Where Procedures Live
- ✓ Creating A New Sub Routine
- ✓ Making Sense Of IntelliSense
- ✓ Using The Edit Toolbar
- ✓ Commenting Statements
- ✓ Indenting Code
- ✓ Bookmarking In Procedures

➤ **Using Variables**

- ✓ Understanding Variables
- ✓ Creating And Using Variables
- ✓ Explicit Declarations
- ✓ The Scope Of Variables
- ✓ Procedure Level Scoping
- ✓ Module Level Scoping
- ✓ Passing Variables
- ✓ Passing Variables By Reference
- ✓ Passing Variables By Value
- ✓ Data Types For Variables
- ✓ Declaring Data Types
- ✓ Using Arrays

➤ **Functions In VBA**

- ✓ Understanding Functions
- ✓ Creating VBA Functions
- ✓ Using A VBA Function In A Worksheet
- ✓ Setting Function Data Types
- ✓ Using Multiple Arguments
- ✓ Modifying A VBA Function
- ✓ Creating A Function Library
- ✓ Referencing A Function Library
- ✓ Importing A VBA Module
- ✓ Using A Function In VBA Code

➤ **Using Excel Objects**

- ✓ The Application Object
- ✓ The Workbook Objects
- ✓ Program Testing With The Editor
- ✓ Using Workbook Objects
- ✓ The Worksheets Object
- ✓ Using The Worksheets Object
- ✓ The Range Object
- ✓ Using Range Objects
- ✓ Using Objects In A Procedure

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➤ **Creating Custom Forms**

- ✓ Understanding VBA Forms
- ✓ Creating A Custom Form
- ✓ Adding Text Boxes To A Form
- ✓ Changing Text Box Control Properties
- ✓ Adding Label Controls To A Form
- ✓ Adding A Combo Box Control
- ✓ Adding Option Buttons
- ✓ Adding Command Buttons
- ✓ Running A Custom Form

➤ **Programming User Forms**

- ✓ Handling Form Events
- ✓ Initialising A Form
- ✓ Closing A Form
- ✓ Transferring Data From A Form
- ✓ Running Form Procedures
- ✓ Creating Error Checking Procedures
- ✓ Running A Form From A Procedure
- ✓ Running A Form From The Toolbar
- ✓ Where Procedures Live
- ✓ Creating A New Sub Routine
- ✓ Making Sense Of IntelliSense
- ✓ Using The Edit Toolbar
- ✓ Commenting Statements
- ✓ Indenting Code
- ✓ Bookmarking In Procedures

➤ **Using Variables**

- ✓ Understanding Variables
- ✓ Creating And Using Variables
- ✓ Explicit Declarations
- ✓ The Scope Of Variables
- ✓ Procedure Level Scoping

➤ **Automatic Startup**

- ✓ Programming Automatic Procedures
- ✓ Running Automatic Procedures
- ✓ Automatically Starting A Workbook

➤ **Error Handling**

- ✓ Understanding Error Types
- ✓ The On Error Statement
- ✓ Simple Error Trapping
- ✓ Using The Resume Statement
- ✓ Using Decision Structures In Error Handlers
- ✓ Working With Err Object
- ✓ Error Handling In Forms
- ✓ Coding Error Handling In Forms
- ✓ Defining Custom Errors

➤ **Programming Techniques**

- ✓ The MsgBox Function
- ✓ Using MsgBox
- ✓ InputBox Techniques
- ✓ Using The InputBox Function
- ✓ Using The InputBox Method
- ✓ The IF Statement
- ✓ Using IF For Single Conditions
- ✓ Using IF For Multiple Conditions
- ✓ The Select Case Statement
- ✓ Using The Select Case Statement
- ✓ For Loops
- ✓ Looping With Specified Iterations
- ✓ The Do...Loop Statement
- ✓ Looping With Unknown Iterations

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