

FlexiCoach

Software Coaching and Consulting

Microsoft Excel VBA

This course is a programming course to automate tasks in Excel, using the Visual Basic Language. From creating recorded Macros, to understanding and Using VBA to create sophisticated Macros for use in every aspect of Excel. This course covers coding fundamentals including Procedures, Variables, Decision Making and Loops.

Working with Macros

- Overview of Macros / VBA
- Naming Conventions
- Recording Macros
- Editing and Running Macros
- Relative & Absolute Movement
- Keyboard Shortcuts
- Recorder Workshop
- Developer Tools

Understanding Excel VBA

- Programming in Microsoft Excel
- VBA Terminology
- Displaying the Developer Tab
- The VBA Editor Screen
- Opening and Closing the Editor
- Understanding Objects
- Viewing the Excel Object Model
- Using the Immediate Window
- Working With Object Collections
- Setting Property Values
- Working With Worksheets
- Using the Object Browser
- Accessing Help

Starting With Excel VBA

- 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

Using Variables

- Understanding Variables
- Creating and Using Variables
- Explicit Declarations
- The Scope of Variables
- Procedure Level Scoping
- Module Level Scoping
- Understanding Passing Variables
- Passing Variables by Reference
- Passing Variables by Value
- Variable Data Types
- Declaring Data Types
- Using Arrays

Functions in VBA

- Understanding Functions
- Creating User-Defined Functions
- User-Defined Function in a Worksheet
- Setting Function Data Types
- Using Multiple Arguments
- Modifying a User-Defined 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

MsgBoxes & InputBoxes

Decision & Loops

- The IF Statement
- Using IF for Single Conditions
- Using IF for Multiple Conditions
- The Select Case Statement
- Fixed Iteration Loops
- Continuous Loops
- Loops and Decision Making

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 UserForms

- 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

Automatic Startup

- Programming Automatic Procedures
- Running Automatic Procedures
- Automatically Starting a Workbook

Error Handling

- Understanding Error Types
- The on Error Statement
- Simple Error Trapping

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Procedures cont...

- Where to Write Procedures
- Creating a New Sub Routine
- Using IntelliSense
- Using the Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking in Procedures

MsgBoxes & InputBoxes cont...

- The MsgBox Function
- Using MsgBox
- InputBox Techniques
- Using the InputBox Function
- Using the InputBox Method

Error Handling cont...

- Using the Resume Statement
- Decision Making in Error Handling
- Working With Err Object
- Error Handling in Forms
- Coding Error Handling in Forms
- Defining Custom Errors

RELATED COURSES

Excel Intermediate | Excel Advanced | Excel Formulas & Functions | Excel Data Tools & Dashboards



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,
Participant may choose to focus on certain
skills, more than others.**

For further information on this or another
Course, please contact us by email to
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Or submit a request via our website:

www.flexicoach.com.au