

## Get Started Here

Microsoft Excel is the world's most popular spreadsheeting program.

One-on-One Personal Computer Training provides a comprehensive introduction to Visual Basic for Excel and will enable your students to become productive with the product.

## Learning Outcomes

This course is designed for people who want to expand the functionality of their Excel Workbooks. It covers the essential features people need in day-to-day advanced use of Excel.

At the end of the course, the student will be able to:

- ✔ Understand some of the aspects of developing Microsoft Excel applications
- ✔ Create and Assign Macros and understand the advantages and disadvantages of using macros
- ✔ Create and work with subroutines and function procedures
- ✔ Create and Work with variables
- ✔ Creating and Working with Forms
- ✔ Work with Excel Objects
- ✔ Program decision structures using IF statements
- ✔ Develop a variety of programming loops for repeating operations
- ✔ Use the Debugging features in VB for Applications
- ✔ Develop safeguards in your program and prevent unforeseen errors

## Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered.

At the end of each lesson there is a:

- ✔ Summary of the lesson, including a list of the skills learned and important terms
- ✔ Questionnaire to test the student's understanding of the lesson
- ✔ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

# Visual Basic for Excel 2 Day Course

## Contents

### Level 1 (Day 1)

- ✔ The Excel Development Environment
- ✔ Recording and Working With Macros
- ✔ Creating Objects to Run Macros
- ✔ User Defined Functions
- ✔ Creating a User Defined Function
- ✔ Passing Multiple Functions
- ✔ Overview of the VBA Editor
- ✔ Working with the Project Explorer
- ✔ Using the Work Area
- ✔ Working with a Code Module
- ✔ Using the Immediate Window
- ✔ Working with the Object Collection
- ✔ Programming with the Object Browser
- ✔ Creating Command Procedures
- ✔ Commenting Statements
- ✔ Bookmarking in Procedures
- ✔ Creating and Using Variables
- ✔ Implicit and Explicit Declarations
- ✔ Module Level Scoping
- ✔ Using Arrays

### Level 2 (Day 2)

- ✔ Using Excel Objects
- ✔ Using Workbook and Worksheet Objects
- ✔ Using Range Objects
- ✔ Using Objects in Procedures
- ✔ Using If Statements to Make Decisions
- ✔ Testing for Multiple Conditions
- ✔ Loops
- ✔ Custom Forms
- ✔ Managing Text boxes and controls
- ✔ Changing the Form Properties
- ✔ Adding Combo Boxes, Option Buttons and Command Buttons
- ✔ Running a form
- ✔ Closing Forms
- ✔ Custom Menus (Cascading Menus)
- ✔ Assigning Macros to Menu Commands
- ✔ Programming Automatic Events
- ✔ Running Automatic Procedures
- ✔ Automatically Starting the Workbook
- ✔ Error Handling

## Prerequisites

Students should already be familiar with Microsoft Excel, PCs and Windows and previous spreadsheeting experience is essential.

## Enquiries

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