

Microsoft Excel 2016/2013/2010

Level 4

Course Overview

In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language in Excel. Specifically, you will learn about objects, events, properties, and methods. You will also write sub procedures and functions to perform custom processes. Additionally, you will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will use For Next and Do loops to perform a process multiple times. You will also learn how to declare and use variables to store information that changes every time your code runs. Additionally, you will learn how to write error-handling code so your processes end gracefully if there is a problem. This is a programming class for the experienced Excel user who is not a programmer. Prerequisite Course: Excel Level 3 or equivalent experience.



Course Topics

About Objects, Events, Properties, and Methods

- Introducing Visual Basic for Applications
- About Objects
- About Events
- Accessing and Changing Properties
- Using Methods

Writing Sub Procedures

- Showing the Developer Tab in the Ribbon
- Form Controls vs. ActiveX Controls
- Saving a Macro-Enabled Workbook
- Writing a Sub Procedure for an Event
- Calling Other Sub Procedures
- Passing Arguments to Sub Procedures

Various Short Topics

- Increasing the Code's Font Size
- Commenting Your Code
- Compiling Your Code
- Using the Help System
- Displaying a Message Box
- Breaking a Line of Code onto Multiple Lines
- About the WITH Statement
- Opening the Immediate Window
- Selecting Objects

About Branching Statements

- Basic Syntax of the IF Statement
- Using the IF Statement
- Adding ELSEIF and ELSE to an IF Statement
- Syntax of a One-Line IF Statement
- IF Statements vs. SELECT CASE Statements

Writing Custom Functions

- Functions vs. Sub Procedures
- Passing Arguments to Functions
- Writing a Function
- Using Built-In Functions
- Common Built-In Functions
- Finding Help on Functions

Using Constants and Variables

- About Constants
- About Variables
- Restricting the Data Type of Variables
- Declaring Variables
- Correcting Names using a Formula
- Using Explicitly Declared Variables

Debugging Code and Handling Errors

- Adding a Breakpoint
- Slowly Stepping Through Your Code
- Removing a Breakpoint
- Adding Error-Handling Code

Using Loops

- About the FOR NEXT Loop
- Extracting Only Numbers from Text
- About DO Loops
- Using a DO Loop