

COURSE OVERVIEW

VBA FOR MICROSOFT EXCEL 2003/2007 (2 DAYS) Revised as of 11/12/08

This course is intended for a professional with a thorough background in Excel who wants to learn more involved and subtle ways to use the program. After completing this 2 day performance-based training course, you will be able to use powerful features such as *Selection, Interfaces, Looping, Decision and much more.*

Prerequisites required for taking this course

- *Microsoft Excel Recording Macros* ; or equivalent experience
- You **must** be aware of the following tasks from Microsoft *Excel*.
 - ❖ VBA Editor (Understand the Code, Project and Properties windows)
 - ❖ Have recorded Excel VBA macros
 - ❖ Have modified Excel VBA macros

Performance Objectives for VBA for Microsoft Excel

- ❖ **This class will teach the students how to write VBA code for Excel applications. While many macros and parts of macro code can be recorded using the VBA macro record, this is only the first step in developing complex Excel VBA applications.**

The following is a typical example of an Excel VBA Application:

Create workbooks that are copies of a template workbook. Add an unspecified number of data sheets to these workbooks using a template sheet. Name the added sheets. Load data specific to these workbooks into specific worksheets in these workbook. Save these workbooks in unique folders. Create a summary workbook that will open all the unique workbooks and copy the unique data that has been modified from each workbook to the summary workbook.

In the summary workbook perform data condition on the data and analyze the data using PivotTables, Subtotal, AutoFilter, Advance Filter or charting. Because of the amount of material to be covered, this will be a two day class. After each section, the student will write VBA code, test the code and if need be, debug the code.

- ❖ **The student is encouraged but not required to bring a VBA project that they need for their work. Time will be made available for the student to start on the project.**

The following is a partial list of topic that will be covered in this class:

Application Commands / VBA Formulas / VBA Functions / Excel Variables

VBA Windows:

- ❖ Code
- ❖ Project
- ❖ Properties
- ❖ Immediate
- ❖ Watch

Selection:

- ❖ Cells
- ❖ Range Names
- ❖ Range of a Range
- ❖ Offset
- ❖ Resize
- ❖ Current Region

Interfaces:

- ❖ Message Box
- ❖ Input Box

- ❖ Resume Next
- ❖ On Error Go To
- ❖ Errors On Purpose

Looping:

- ❖ For...Next
- ❖ Do...Until
- ❖ Do...While
- ❖ While...Loop
- ❖ Until...Loop
- ❖ For Each...Next

Decision:

- ❖ If
- ❖ If Else
- ❖ Else
- ❖ Case

Error Capture: