

## Excel

### Excel Level 1

Aimed at the novice user who need to know the essentials for creating financial documents

### Excel Level 2

Aimed at the self taught or anyone who is familiar with the essentials of financial documents & wants to create budgets & financial reports

### Excel Level 3

Aimed at anyone who wants to used advanced financial analysis techniques

### VBA for Excel

Aimed at the Power User or anyone who wants to put their Excel strength to work

## VBA for Microsoft Excel 2003

# Intelligent Programming with VBA Excel

### Course Description

This course aims to increase your productivity by providing the skills and knowledge to use programming VBA code in Excel 2003 effectively.

### Pre-Requisites

This course is designed for participants who have a sound working knowledge of Excel 2003. Participants should have extensive experience in formulas, ranges, functions and multiple workbooks.

### Outcome

At the completion of this course, participants will be able to:

- Create recorded macros in Excel
- Use the macro recorder to create a variety of macros
- Create and work with user-defined functions
- Work with the main components of the VBA Editor window
- Create command procedures
- Create and use variables
- Write code to manipulate Excel objects
- Use a range of common programming techniques
- Create a custom form complete with controls and event procedures.

### Course Details

Duration: 2 days

Starting time: 9am

Finishing time: 4.30pm

Lunch and refreshments are provided.

### Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



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TRAINING  
RTO No. 21932



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Learning Solutions

( 1300 86 87246  
1300 TO TRAIN

# Course Outline

## Ø Recorded Macros

- Setting Macro Security Levels
- Recording A Simple Macro
- Running A Recorded Macro
- Relative Cell References
- Running A Macro With Relative Cell References
- Viewing A Macro Module
- Modifying A Recorded Macro
- Recorded Macros Quick Reference

## Ø Recorder WorkShop

- Preparing Data For An Application
- Recording A Summation Macro
- Recording Consoliations
- Recording Divisional Macros
- Testing Macros
- Creating Objects To Run Macros
- Assigning A Macro To An Object
- Recorder Workshop Quick Reference

## Ø User-Defined Functions

- User-Defined Functions Theory
- Creating Simple User-Defined Functions
- Using User-Defined Functions
- Using Multiple Arguments
- Modifying A Function
- Creating A Function Library

## Ø Using The VBA Editor

- Opening And Closing The Editor
- Working With The Project Explorer
- Working With The Properties Window
- Working With The Work Area
- Working With A Code Module
- Running Procedures From The Editor
- Setting Break Points In The Editor
- Stepping Through A Procedure
- Using The VBA Editor Quick Reference

## Ø Understanding VBA

- VBA Terminology
- Accessing The Excel 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
- Understanding VBA Quick Reference

## Ø Procedures

- Creating A Command Procedure
- Making Sense Of IntelliSense
- Using The Edit Toolbar
- Commenting Statements
- Indenting Code
- Bookmarking In Procedures
- Procedures Quick Reference

## Ø Using Variables

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

# Course Outline

## Ø Using Excel Objects

- Application Methods And Properties
- Workbook Methods And Properties
- Viewing Excel And The Editor Together
- Using Workbook Objects
- Worksheet Methods And Properties
- Using Worksheet Objects
- Range Methods And Properties
- Using Range Objects
- Project – Using Objects In Procedures
- Using Excel Objects Quick Reference

## Ø Programming Techniques

- The MsgBox Function
- Sending Messages To The User
- InputBox Techniques
- Using The InputBox Function
- Using The InputBox Method
- The IF Statement

- Using IF For Single Conditions
- Using IF For Multiple Conditions
- The FOR NEXT Statement
- Looping With Known Or Specified Iterations
- The DO LOOP Statement
- Looping With Unknown Iterations
- Programming Techniques Quick Reference

## Ø Creating Custom 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
- Creating Custom Forms Quick Reference

## Ø Programming Custom Forms

- Initialising A Form
- Closing A Form
- Project – Transferring Data From A Form
- Running Form Procedures
- Creating Error Checking Procedures
- Running A Form From A Procedure
- Programming Custom Forms Quick Reference

## Ø Custom Menus

- Creating A New Menu
- Creating A Cascade Menu
- Adding Menu Commands
- Assigning Macros To Menu Commands
- Removing A Menu
- Custom Menus Quick Reference

## Ø Automatic Startup

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