

**Objectives** Delegates will learn how to use Visual Basic coding to add extra functionality to a Microsoft Excel workbook.

**Prerequisites** Attendees should be comfortable working with Microsoft Excel.

**Duration** 2 days

The topics covered on the course are,

## 1 Introduction to Macros

- Recording a Macro
- Using Relative References
- Running a Macro
- Viewing the Code

## 2 Writing/Editing Code

- The Visual Basic Editor
- Editor Options
- The Code Window
- Modules and Procedures

## 3 Variables

- Declaring Variables
- Forcing Declaration
- Arrays

## 4 Objects, Properties and Methods

- The Excel Object Model
- Referring to Worksheets and Workbooks
- Working with Properties
- Using Methods to Perform Actions

## 5 Using Range Objects

- Cells / Range Properties
- Other Useful Properties
- Working with a Region
- Naming Ranges

## 6 Dialog Boxes

- Message Boxes
- Input Boxes

## 7 Control Structures

- If-Then-Else
- Select Case
- Do-While Loops
- For-Next Loops

## 8 Modules and Procedures

- Using Sub-Procedures
- Scope of Variables

## 9 Function Procedures

- Using Built-in VBA Functions
- Writing Function Procedures
- Using Standard Excel Functions

## 10 User Forms

- Creating a Custom Dialog Box
- Adding Controls
- Setting Properties of a Control
- Writing the VBA Code

## 11 Debugging Tools

- Dealing with Logic Errors
- Working in Break Mode
- Stepping Through Code

## 12 Dealing with Errors

- Error Handling Statements
- Identifying Errors

## 13 Responding to Worksheet/Workbook Events

- Where the code should go
- Workbook Events Handlers
- Worksheet Event Handlers