

# Microsoft Office Excel 2003 Visual Basic for Applications (VBA)



Course Outlines

## Microsoft Office Excel 2003 Visual Basic for Applications (VBA)

Days of Training: 3

### Overview

In this course, students will learn how to simplify their work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development.

### Prerequisites

Prospective students will require intermediate skills in Microsoft Excel 2003. It is recommended that students complete Excel 2003 Level 3 before sitting for this program.

### Lesson 1: Introducing Visual Basic Applications

- Basics of VBA
- Working with Project Explorer
- Working with Code Windows
- Customizing the VBE Environment
- The Macro Recorder
- About Object and Collections
- Working with Range Objects

### Lesson 2: VBA Programming Fundamentals

- Variables, Data Types and Constants
- Assignment Statements
- Arrays
- Object Variables
- Manipulating Object and Collections
- Controlling Execution

### Lesson 3: Working with VBA Sub Procedures

- About Procedures
- Executing Sub Procedures
- Passing Arguments to Procedures
- Error-Handling Techniques

### Lesson 4: Creating Function Procedures

- Why Create Custom Functions?
- Function Procedures
- Function Arguments
- Function Examples
- Emulating Excel SUM Function
- Debugging Functions
- Dealing with the Insert Function Dialog Box
- Using Add-ins to Store Custom Functions
- Using the Windows API

### Lesson 5: VBA Programming Examples and Techniques

- Working with Ranges
- Working with Workbooks and Sheets
- VBA Techniques
- Some Useful Worksheet Functions
- Windows API Calls

### Lesson 6: Custom Dialog Box Alternatives

- The VBA MsgBox Function
- The Excel GetOpenFilename Method
- The Excel GetSaveAsFilename Method
- Prompting for a Directory
- Displaying Excel's Built-In Dialog Boxes

### Lesson 7: Introducing UserForms

- How Excel Handles Custom Dialog Boxes
- Inserting a New UserForm
- Adding Controls to a UserForm
- Toolbox Controls
- Adjusting UserForm Controls
- Adjusting a Control's Properties
- Displaying and Closing UserForm
- Creating a UserForm
- Understanding UserForm Events
- Referencing UserForm Controls
- Customizing the Toolbox
- Creating UserForm Templates

### Lesson 8: UserForm Examples

- Creating a UserForm "Menu"
- Selecting Ranges from a UserForm
- Creating a Splash Screen
- Disabling a UserForm's Close Button
- Changing a UserForm's Size
- ListBox Techniques
- Using the MultiPage Control in a UserForm

### Lesson 9: Advanced UserForm Techniques

- Displaying a Progress Indicator
- Creating Wizards
- Emulating the MsgBox Function
- Handling Multiple UserForm Buttons With One Event Handler
- Selecting a Color in a UserForm
- Displaying a Color in a UserForm
- Displaying a Spreadsheet in a UserForm
- UserForm Deluxe: An Enhanced Data Form

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