

Microsoft Office Excel 2007 Visual Basic for Applications (VBA)



Course Outlines

Microsoft Office Excel 2007 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 2007. It is recommended that students complete Excel 2007 Level 3 before sitting for this program.

Lesson 1: Make a Macro Do Simple

Tasks

- What's the Difference Between VBA and a Macro?
- Creating a Simple Macro
- Changing Multiple Properties at Once
- Manipulating Recorded Properties
- Recording Methods in a Macro
- Trusting Macro-Enabled Workbooks

Lesson 2: Make a Macro Do Complex

Tasks

- Task One: Opening the Report File
- Task Two: Filling In Missing Labels
- Task Three: Adding a Column of Dates
- Task Four: Appending to the Database
- Task Five: Deleting the Worksheet
- Assembling the Pieces

Lesson 3: Explore Workbooks and Worksheets

- What is an Object?
- Understanding Workbooks
- Understanding Worksheets

Lesson 4: Explore Range Objects

- Referring to a Range
- Enhancing Recorded Selections
- Entering Values and Formulas into a Range
- Formatting a Range

Lesson 5: Explore Data Objects

- Working with Excel Tables
- Working with PivotTable Reports

Lesson 6: Explore Graphical Objects

- Exploring Graphical Objects
- Exploring Chart Objects

Lesson 7: Control Visual Basic

- Using Conditionals
- Creating Loops
- Managing Large Loops
- Extend Excel and Visual Basic
- Creating Custom Functions
- Handling Errors

Lesson 8: Launch Macros with Events

- Creating Custom Command Buttons
- Handling Worksheet and Workbook Events

Lesson 9: Use Dialog Box Controls on a Worksheet

- Using a Loan Payment Calculator
- Creating an Error-Resistant Loan Payment Calculator
- Retrieving a Value from a List
- Protecting the Worksheet

Lesson 10: Create a Custom Form

- Creating a Form's User Interface
- Preparing a Form's Functionality
- Implementing a Form

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