



SWANSTON

## ***Visual Basic for Applications for Microsoft Excel***

*Duration: Two days*

### ***What you will cover in this course:***

Assuming a good understanding of spreadsheets, you will learn to take advantage of the following features of Microsoft Excel.

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#### **What is a VBA Macro?**

When do you need a Macro?

#### **Creating a Macro**

Planning a Macro  
Naming Your Macros  
Recording Your Macros  
Running Your Macro  
Relative and Absolute References in Recorded Macros  
Recreating Your Macro with Relative Addresses  
Deleting a Macro  
Assigning a Shortcut Key  
Assigning a Macro to a Command Button  
Adding a Macro to a Toolbar

#### **Where Your Macros Are Stored**

A Word About Macro Viruses  
Using the Personal Macro Workbook

#### **Viewing Your Recorded Macros**

Understanding Modules and Projects  
Meeting the Visual Basic Editor`

#### **VBA – What It Can Do For You**

A Little Bit of BASIC History

#### **Using the Visual Basic Editor**

Starting the VBE  
Using the Project Explorer  
Microsoft Excel Objects  
Expanding and Collapsing Folders  
Toggling the Display of the Folders  
Opening a Module in the Project Explorer  
Deleting a Module from a Project  
Renaming a Project  
Saving Your Work from the VB Editor  
Understanding the Properties Window  
Using the Code Window

#### **Modifying Recorded Macros**

Using the VBE to modify your recorded code

## **Using Program Control Statements**

- Making Decisions with If ... Then ...
- Repeating with the Do ... Loop
- Recording additional lines in an existing macro
- Choosing with the Select Case
- Using the For ... Next
- Using With ... End With

## **Taking Control of Excel with VBA**

### **What is an Object?**

- Methods and Properties of Objects
- Using Collections of Objects

### **Understanding Excel's Object Model**

- The Application Object
- Using Workbook Objects
- Working with Worksheet Objects
- Working with the Selection and Range Objects
- Using the Object Browser

### **Interacting with the User**

- Displaying Messages with Message Boxes
- Getting Input with Input Boxes

### **Subroutines**

### **Programming with Events**