



# Course Outline

## Microsoft Office Excel

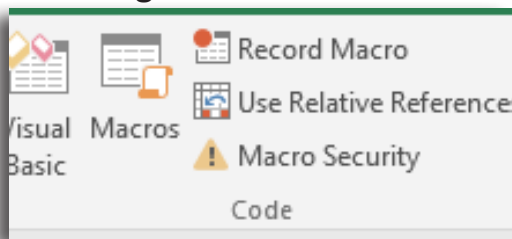
### Macros & VBA 1-Day

This course is aimed at those who have already attended Excel Training and are advanced users, looking to take the next step. The focus of the course is automation, and the methods that can be used to get Excel to undertake many of the mundane and repetitive tasks that we may find ourselves doing.

The course will also be suitable for anyone who is 'self-taught' in Macros or VBA and would like to formalise their learning and learn best practices.

#### Contents

##### Recording Macros



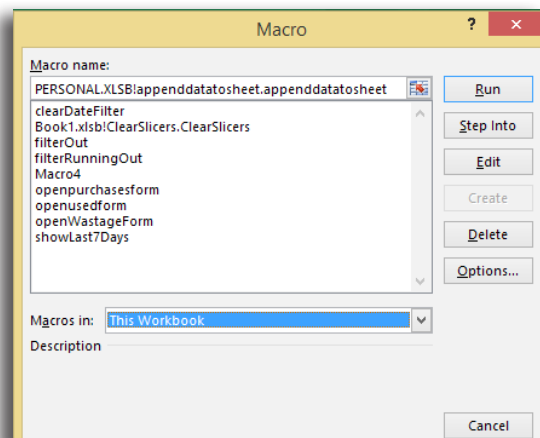
- What is a Macro in Excel?
- Looking at Hidden Items in Excel
- Showing the Developer Tab
- Setting Up Recording a Macro
- Start Recording a Macro
- Recording our Actions
- Running a Macro
- Relative Cell References
- Saving a Macro
- Testing the Macro

##### Using Macros

- Running Macros from the View Tab
- Adding Macros to the QAT
- Modifying Macro Controls on the QAT
- Using Shapes to run Macros
- Using Pictures to Run Macros
- Removing a Macro from an Object
- Considerations for Macros
- Macros for Printing
- Macros for Saving

##### Macro Recording Workshop

- Preparing Data for Recording Macros
- Recording a Summary Macro
- Recording an Average Macro
- Consolidate from Sub-Division
- Testing our Macros
- Using Objects to run Macros
- Using a Macro to Open a Workbook
- Using a Macro to Close a Workbook
- Using a Macro to run a Macro



##### The VBA Code

- The VBA Editor
- The Code Window
- Editing VBA

##### Object Oriented Code

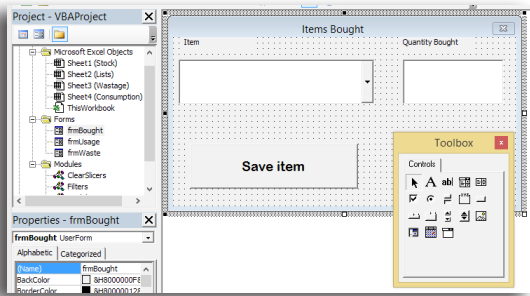
- VBA Syntax
- The Code Helper
- Object Properties



## VBA Techniques

- The MsgBox Function
- Using the MsgBox Function
- The InputBox Function
- Using the InputBox Function
- Using 'IF' in VBA
- IF for Single Criteria (Boolean)
- IF for Multiple Criteria
- Understanding FOR Loops
- Understanding DO LOOP

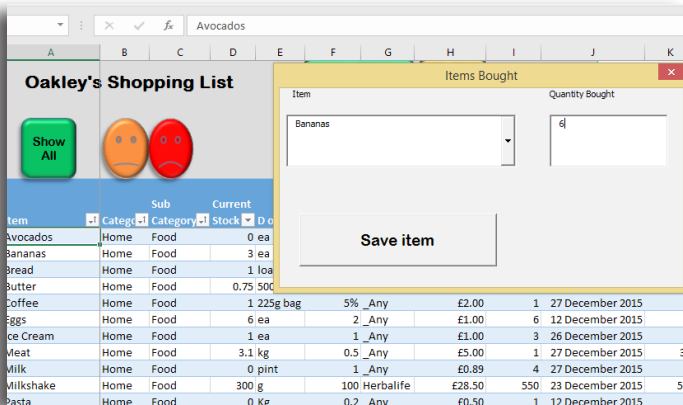
## Forms and Controls



- Form concepts
- Inserting Controls
- Control Properties
- Control VBA

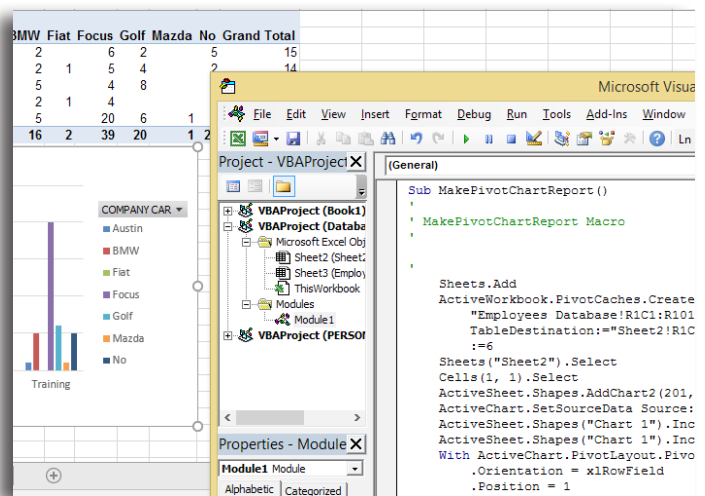
## Userforms

- What are Userforms?
- Creating a Userform
- Adding a Textbox to a Userform
- Adding a Label to a Userform
- Adding a ComboBox to a Userform
- Adding an OptionButton (RadioButton)
- Adding a CommandButton to a Userform
- Naming Controls
- Running a Userform



## Programming UserForms

- Event Handling
- Initialising the Userform
- Filling ComboBox Options
- Submitting the Data from a Userform
- Validating Input
- Opening a Userform Using a Macro



## Concluding Remarks