



Course Outline

Microsoft Excel Macros & VBA

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.

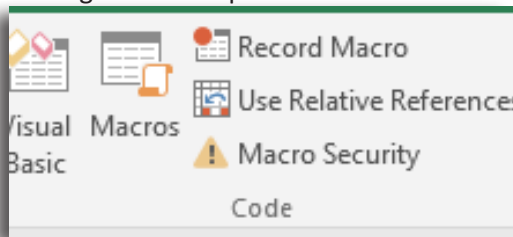
Contents

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

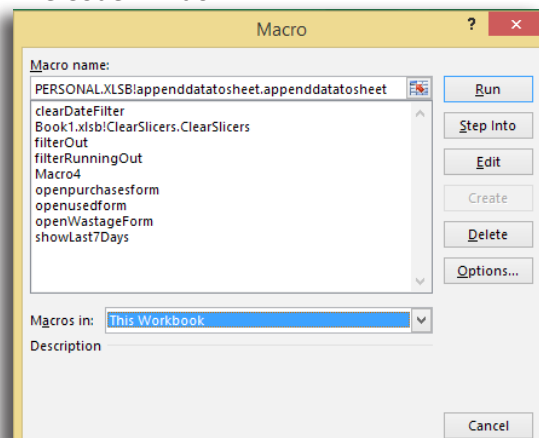
Using a Macro to Close a Workbook

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

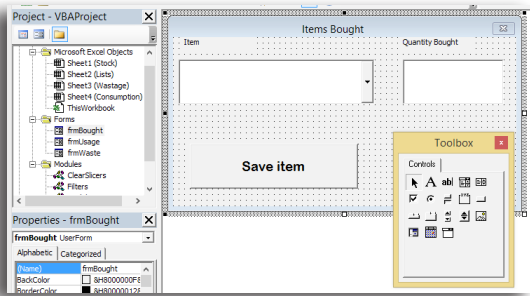
Object Properties



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

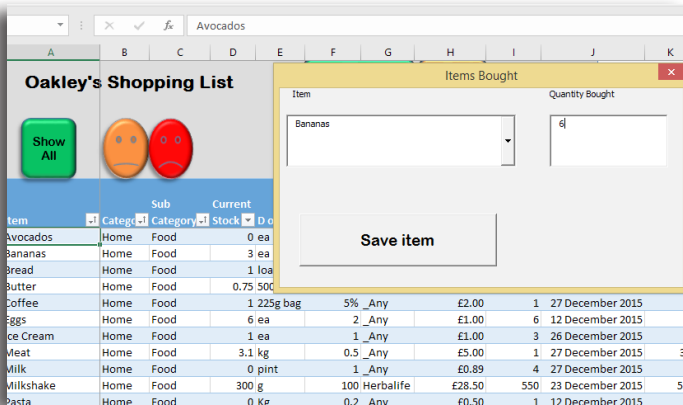
Forms and Controls



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

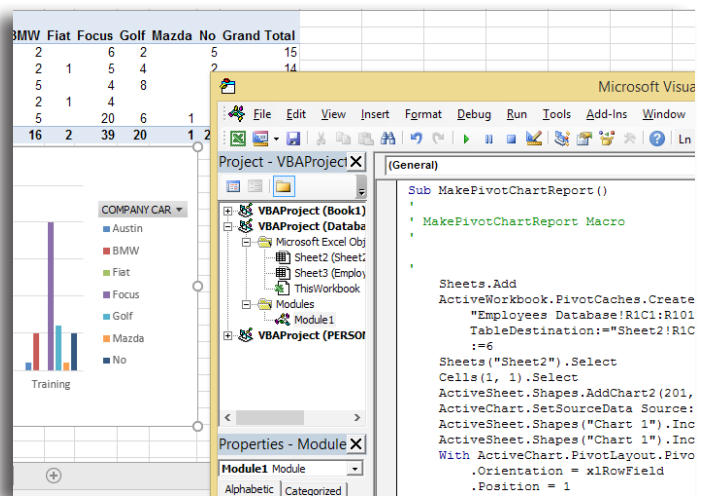
Userforms

- 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