Microsoft Excel Visual Basics for Applications (Macro) – Outline and Schedule

Duration
2 Days

Course Description
Microsoft Excel VBA (Macro) introduces users the fundamentals of VBA concepts, as well as common tasks in using Microsoft Excel. The Microsoft Excel VBA allows customization of spreadsheet tools and integrating them with existing data and systems. Offering an easy and non-intimidating approach to VBA, this course takes a unique approach in uncovering the features that will allow users to customize the Microsoft Excel application to suit individual needs especially in automating repetitive tasks. Very quickly, the user will accumulate a wealth of programming skills that can easily be put to use in real-world scenarios.

Course Objectives
To familiarize delegates with the core features of Microsoft Excel VBA. At the end of the training, delegates will be able to create and deploy basic macros.

Target Audience
For those who are beginners in using Microsoft Excel and need to be more proficient in Excel to get the job done- Engineering, Administrators

Prerequisite
All attendees must have prior knowledge of Excel 2013. Prior scripting or programming knowledge is very helpful but not required.

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Day 1

Time	Subjects
9.00 -10.30 am	**Module 1: Introduction to Excel Macro** • Understanding Excel Macros • Setting Macro Security • Saving a Document as Macro Enabled • Recording a Simple Macro • Running a Recorded Macro
10.30 -11.30 am	**Module 2: Understanding VBA** • Programming in Microsoft Excel • VBA Terminology • Understanding Objects • Working with Worksheets • Using the Object Browser • Programming with the Object Browser
11.30 -12.30 pm	**Module 3: The VBA Editor** • The VBA Editor Screen • Opening and Closing the Editor • Using the Project Explorer • Working with the Properties Window • Using the Work Area • Viewing Other Panes • Working with Toolbars • Working with a Code Module • Running code from the Editor • Setting Breakpoints in the Editor • Stepping Through Code
12.30 -1.30 pm	Lunch
1.30 - 3.00 pm	**Module 4: Procedures** • Understanding Procedures • Where Procedures Live • Creating a New Sub Routine • Making Sense of IntelliSense • Using the Edit Toolbar • Commenting statements • Indenting Code • Bookmarking in Procedures

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3.00 -4.30 pm	**Module 6: Using Variables** • Understanding Variables • Creating and Using Variables • Implicit and Explicit Declarations • The Scope of Variables • Procedure Level Scoping • Module Level Scoping • Passing Variables by Reference • Passing Variables by Value • Data Types • Declaring Data types • Using Arrays
4.30 - 5.00 pm	**Module 7: Functions in VBA** • Understanding Functions • Creating VBA Functions • Using a VBA Function in a Worksheet • Setting Function Data Types • Using Multiple Arguments • Modifying a VBA Function • Creating a Function Library • Referencing a Function Library • Importing a VBA Module • Using a Function in VBA Code

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Day 2

Time	Subjects
9.00 -10.30 am	**Module 8: Using Excel Objects** • The Application Object • The Workbook Objects • Program Testing with The Editor • Using Workbook Objects • The Worksheets Object • Using the Worksheets Object • The Range Object • Using Range Objects • Using Objects in a Procedure
10.30 -1.00 pm	**Module 9: Programming Techniques** • The MsgBox Function • Using MsgBox • InputBox Techniques • Using the InputBox Function • Using the InputBox Method • The IF Statement • Using IF for Single Conditions • Using IF for multiple Conditions • The Select Case Statement • Using The Select Case Statement • For Loops • Looping With specified Iterations • The Do...Loop Statement • Looping With Unknown Iterations
1.00 -2.00 pm	Lunch
2.00 - 3.00 pm	**Module 10: Creating Custom Forms** • About Custom Forms • Creating a Custom Form • Adding Text Boxes to a Form • Changing Text Box Control Properties • Adding Label Controls to a Form • Adding a Combo Box Control • Adding Option Buttons • Adding Command Buttons • Running a Custom Form

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3.00 - 4.00 pm	**Module 11: Programming User Forms** • Handling Form Events • Initializing a Form • Closing a Form • Transferring Data from a Form • Running Form Procedures • Creating Error Checking Procedures • Running a Form from a Procedure • Running a Form from the Toolbar
4.00 – 5.00 pm	**Module 12: Error Handling** • Error types • The On Error statement • Creating a Simple Error Handler • Using the Resume Statement

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