

2 day course

Who should attend?

This course is intended for participants who are familiar with Microsoft Excel 2010.

Prerequisites

Microsoft Excel 2010 Level 2

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Understand key concepts that will be used to build custom solutions using Microsoft Excel VBA Macros.
- Become familiar with basic macro techniques for recording, writing, running, and maintaining macros.
- Understand how Visual Basic for Applications is incorporated, used, and modified in Microsoft Excel.
- Learn how to design and layout a user form and controls to create a customized dialog box to simplify data entry.
- Understand how to prepare an Excel Workbook containing macros and toolbars for deployment to other users and machines.
- Learn to customize macros with VBA source code to automate data entry tasks and enable source code protection.
- Learn to enhance source code with variables, constants, and logical operators.
- Learn to handle the three types of errors that can be generated when working with source code.
- Learn to access external data by using ActiveX Data Objects.
- Learn how to use Excel as an automation server to control Excel objects externally outside of the application.

Course Content

Building Solutions

Course Overview ; Solution Concepts ; Data Entry Concepts ; Macro Concepts ; Programming Concepts

Macro Basics

Planning Macros ; Recording Macros ; Executing Macros ; Maintaining Macros

VBA Programming Basics

Understanding Objects ; Using the Visual Basic Editor ; Understanding VBA Code ; Executing VBA Code ; VBA Help Reference

VBA User Form Basics

Planning User Forms ; Designing User Forms

Deployment Basics

Preparing for Deployment ; Code Security ; Adding Macros to the Quick Access Toolbar ; Modifying Quick Access Toolbar Buttons

Customizing Macros

Prompting for User Input ; Automating Data Entry ; Recording Absolute vs. Relative References ; Protecting VBA Source Code

Enhancing VBA Code

Writing Source Code ; Variables and Constants ; Writing Tips ; Logical Operators ; Flow Control

Handling Errors

Handling Errors ; Syntax Errors ; Logical Errors ; RunTime Errors

Accessing External Data

External References ; ActiveX Data Objects Concepts ; Connecting to a Database ; Retrieving Records from a Database

Excel Automation

Automation Concepts ; Working with Object Models ; Excel's Object Model ; Automating Excel with VBScript