

Excel VBA Level 1



A one day course for people highly experienced with Microsoft Excel

Prerequisites

This course assumes the students to have completed the General Introduction to VBA course. It also assumes the student to be very familiar with the normal operation of Excel.

Chapter 1 - The Personal Macro Workbook

- Course Prerequisite
- Record in the Personal Macro Workbook
- Saving the Personal Macro Workbook
- Use a Macro from the Personal Macro Workbook
- Edit a Personal Macro Workbook Macro
- Locate the Personal Macro Workbook

Chapter 2 - Excel Objects

- The Object Hierarchy
- Locate an Object
- Properties and Methods
- The Application Object
- The Workbooks Object
- ActiveWorkbook and ThisWorkbook
- Sheets, Worksheets and Charts
- The Worksheets Object
- Simple Range Objects
- More Complex Range Objects
- Adding Higher Hierarchical Levels

Chapter 3 - Common VBA Techniques

- Copy and Paste
- Paste Special
- Offset
- Insert Calculations in a Cell
- AutoFill
- Add/Delete Rows and Columns
- Convert Data Types

Chapter 4 - User Functions

- Functions
- Single Input Functions
- Call the Function from Another Procedure
- Use the Function on the Spreadsheet
- Multiple Input Functions
- Use the Multiple Input Function
- The WorksheetFunction Object

Chapter 5 - User Forms

- Insert a UserForm
- The Project Explorer and Properties Window
- The Final Product
- Create TextBoxes and ComboBoxes
- Align and Resize the Controls
- Create Labels and use ControlTipText
- Create Command Buttons
- Code the Close Button
- Populate the Combo Box List
- Code the Commit Button
- Create a Macro to open the UserForm
- Create a Button on the Spreadsheet
- Automatically Load the Form