

Excel VBA Level 2



A one day course for people highly experienced with Microsoft Excel

Prerequisites

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

Chapter 1 - Charts

- Rename New Objects
- Generate a Chart as a New Sheets Object
- Generate an Embedded Chart as a Shapes Object
- Add or Edit Chart Elements
- Change Chart Types
- Add a Trendline
- Configure the Trendline

Chapter 2 - Pivot Tables

- Generate a Blank Table
- Add and Remove Fields to the Rows, Columns and Filters
- Add Data (Values) Fields
- Create a Calculated Field
- Format an Existing Pivot
- Group Data
- Add a Slicer
- Manipulate Data Using Slicers
- Add a Slicer for Grouped Data
- Delete the SlicerCaches
- Create a PivotChart for an Existing Pivot Table
- Create a New PivotChart

Chapter 3 - Sort, Filter and Export to Other Formats

- Sort by a Single Field
- Sort by Multiple Fields
- Sort by Font Colour or Cell Colour
- Export the ActiveSheet to PDF
- Export the ActiveWorkbook to PDF
- Export a WorkSheet to CSV
- Export a Selected Range to CSV
- Filter

Chapter 4 - Create Objects to Output to Outlook

- General Warnings for this Chapter
- Early Binding vs Late Binding
- Create New Objects
- Add To/CC/BCC and Subject fields
- Create an Address String
- Generate the Body Text

Attach Files to the Email

Chapter 5 - Connect to External Databases

- Setting ADO References
- Connecting to the Database
- Populate ADO Recordsets
- Locate a Record using ADO
- BOF and EOF
- Filter and Count the Records
- Add a Record
- Modify a Record
- Delete a Record
- Close the Connection and Recordset
- Attaching to an SQL Database
- Using VBA with a Local SQL Database

Chapter 6 - Add Form and ActiveX Controls

- Should I Use ActiveX or Form Controls?
- Create a Form Control Combo Box
- Rename the Combo Box
- Populate the Combo Box
- Sort the Values
- Use the Selected Value
- Create an ActiveX Combo Box
- Rename the Combo Box
- Populate the Combo Box
- Alternate Methods of Populating a Combo Box
- Use the Selected Value
- Create a Forms Command Button
- Create an ActiveX Command Button
- Create a Forms List Box
- Populate the List Box
- Enable Multi-Selection
- Create a Forms Button to Print Selected Sheets
- Create an ActiveX List Box
- Create an ActiveX Command Button to Print Selected Sheets