



## Aspect Training

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YOUR COURSE, YOUR WAY - MORE EFFECTIVE IT TRAINING

# Excel VBA Introduction

**Duration: 3 days**

### Overview:

Get ready to take your Excel applications to the next level by harnessing the power of the VBA language. Aspect's Excel VBA course will help you gain more control over your spreadsheets by using VBA while also showing you how to develop more dynamic Excel applications for other users. From introductory concepts to advanced developer topics, it guides you through every aspect of Excel VBA.

Aspect's Excel VBA course is the perfect introduction to VBA and shows you how to use it to enhance Excel. You'll then learn how to work with the key objects and uncover the best ways to gain access to workbooks, worksheets, and more.

Aspect's Excel VBA course helps you to create automated spreadsheets for all those repetitive tasks. VBA can also help to simplify complex tasks that need to be performed on a regular basis. At the end of the course, users will be able to record and run macros, edit the VBA code, build in looping structures and create custom forms.

### Prerequisites:

Delegates should have proficient knowledge of Microsoft Excel or should have attended all of the following courses (or similar) prior to this course:

Aspect's Excel Introduction

Aspect's Excel Intermediate

Aspect's Excel Advance

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### Topics:

#### 1 - Getting Started

Introducing Visual Basic for Applications

Displaying the Developer Tab

Recording a Macro

Saving a Macro-Enabled Workbook

Running a Macro

Editing a Macro in the Visual Basic Editor

Understanding the Development Environment

Using Visual Basic Help

Understanding Macro Security

#### 2 - Working with Procedures and Functions

Understanding Modules

Creating a Standard Module

Understanding Procedures

Creating a Sub Procedure

Calling Procedures

Using the Immediate Window to Call Procedures

Creating a Function Procedure

Naming Procedures

Working with the Code Editor

### **3 - Understanding Objects**

Understanding Objects

Navigating the Excel Object Hierarchy

Understanding Collections

Using the Object Browser

Working with Properties

Using the With Statement

Working with Methods

Creating an Event Procedure

### **4 - Using Expressions, Variables, and Intrinsic Functions**

Understanding Expressions and Statements

Declaring Variables

Understanding Data Types

Working with Variable Scope

Using Intrinsic Functions

Using Intrinsic Constants

Using Message Boxes

Using Input Boxes

Declaring and Using Object Variables

### **5 - Controlling Program Execution**

Understanding Control-of-Flow Structures

Using the If...End If Decision Structures

Using the Select Case...End Select Structure

Using the Do...Loop Structure

Using the For...To...Next Structure

Using the For Each...Next Structure

Guidelines for use of Control-of-Flow Structures

## **6 - Working with Forms and Controls**

Understanding UserForms

Using the Toolbox

Working with UserForm Properties, Events, and Methods

Understanding Controls

Setting Control Properties in the Properties Window

Working with Control Appearance

Setting the Tab Order

Populating a Control

Adding Code to Controls

Launching a Form in Code

## **7 - Debugging Code**

Understanding Errors

Using Debugging Tools

Setting Breakpoints

Stepping through Code

Using Break Mode during Run mode

Determining the Value of Expressions

## **8 - Handling Errors**

Understanding Error Handling

Understanding VBA's Error Trapping Options

Trapping Errors with the On Error Statement

Understanding the Err Object

Writing an Error-Handling Routine

Working with Inline Error Handling