



Course Outline

Microsoft Excel 2007 Macros/VBA

Course #: EXL0704

Length: One Day

Course Description:

Learn to automate repetitive tasks and add consistency your workflow when collecting, processing, analyzing and sharing data in Excel 2007 spreadsheets. This course begins with recording sequences of steps you commonly perform in Excel, and playing them back with the click of a button. You will soon progress to editing recorded macro code and then writing macro code from scratch. You'll learn to make your macros more flexible for spreadsheets with varying numbers of rows and columns of data through the use of IF statements and loops. You'll also have the opportunity to turn a spreadsheet into a user-friendly application, complete with custom forms that the users will fill out in order to enter or manipulate Excel data.

Modules:

Make a Macro Do Simple Tasks

- Differences between VBA and a Macro
- Creating a Simple Macro
- Changing Multiple Properties at Once
- Manipulating Recorded Properties
- Recording Methods in a Macro
- Trusting Macro-Enabled Workbooks

Make a Macro Do Complex Tasks

- Creating a Macro that Imports a Text File
- Creating a Macro that Finds Blank Cells and Fills Them In
- Creating a Macro that Prompts for a Date and Fills it Down a Column
- Creating a Macro that Appends Data at the Bottom of a List
- Creating a Macro that Deletes a Worksheet
- Recording a Macro that Runs Other Macros

Explore Workbooks and Worksheets

- Understanding Objects
- Understanding Workbooks
- Understanding Worksheets

Explore Range Objects

- Referring to a Range
- Enhancing Recorded Selections
- Entering Values and Formulas into a Range
- Formatting a Range



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Explore Data Objects

- Working with Excel Tables
- Working with PivotTable Reports

Explore Graphical Objects

- Exploring Graphical Objects (cells, shapes, fills)
- Exploring Chart Objects

Control Visual Basic

- Using Conditionals (IF/THEN/ELSE)
- Creating Loops
- Managing Large Loops

Extend Excel and Visual Basic

- Creating Custom Functions
- Handling Errors

Launch Macros with Events

- Creating Custom Command Buttons
- Handling Worksheet and Workbook Events

Use Dialog Box Controls on a Worksheet

- Using a Loan Payment Calculator
- Creating an Error-Resistant Loan Payment Calculator
- Retrieving a Value from a List
- Protecting the Worksheet

Create a Custom Form

- Creating a Form's User Interface
- Preparing a Form's Functionality
- Implementing a Form