

EXCEL 2013/2016: PROGRAMMING WITH VBA

Available Dates: **Jan 28-30, Feb 25-27, Mar 25-27, Apr 23-25, May 20-22, Jun 24-26**

Class Length: **3 day**

Cost: **\$1,295**

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Class Outline:

Description:

VBA stands for Visual Basic for Applications. It's a programming language that enables you to control just about everything in Excel. You'll learn how to create Macros that can be run from things like a button on a spreadsheet, the Excel Ribbon - in fact, lots of places. Learning Excel VBA will enable you to do a lot more with the software than you can via the normal spreadsheet view.

Course Outline:

Unit 1: Getting Started

Topic A: Introducing Visual Basic for Applications

Topic B: Displaying the Developer Tab in the Ribbon

Topic C: Recording a Macro

Topic D: Saving a Macro-Enabled Workbook

Topic E: Running a Macro

Topic F: Editing a Macro in the Visual Basic Editor

Topic G: Understanding the Development Environment

Topic H: Using Visual Basic Help

Topic I: Closing the Visual Basic Editor

Topic J: Understanding Macro Security

Unit 2: Working with Procedures and Functions

Topic A: Understanding Modules

Topic B: Creating a Standard Module

Topic C: Understanding Procedures

Topic D: Creating a Sub Procedure

Topic E: Calling Procedures

Topic F: Using the Immediate Window to Call Procedures

Topic G: Creating a Function Procedure

Topic H: Naming Procedures

Topic I: Working with the Code Editor

Unit 3: Understanding Objects

Topic A: Understanding Objects

Topic B: Navigating the Excel Object Hierarchy

Topic C: Understanding Collections

Topic D: Using the Object Browser

Topic E: Working with Properties

Topic F: Using the With Statement

Topic G: Working with Methods

Topic H: Creating an Event Procedure

Unit 4: Using Expressions, Variables, and Intrinsic Functions

Topic A: Understanding Expressions and Statements

Topic B: Declaring Variables

Topic C: Understanding Data Types

Topic D: Working with Variable Scope

Topic E: Using Intrinsic Functions

Topic F: Understanding Constants

Topic G: Using Intrinsic Constants

Topic H: Using Message Boxes

Topic I: Using Input Boxes

Topic J: Declaring and Using Object Variables

Unit 5: Controlling Program Execution

Topic A: Understanding Control-of-Flow Structures

Topic B: Working with Boolean Expressions
Topic C: Using the If...End If Decision Structures
Topic D: Using the Select Case...End Select Structure
Topic E: Using the Do...Loop Structure
Topic F: Using the For...To...Next Structure
Topic G: Using the For Each...Next Structure
Topic H: Guidelines for use of Control-of-Flow Structures

Unit 6: Working with Forms and Controls

Topic A: Understanding UserForms
Topic B: Using the Toolbox
Topic C: Working with UserForm Properties, Events, and Methods
Topic D: Understanding Controls
Topic E: Setting Control Properties in the Properties Window
Topic F: Working with the Label Control
Topic G: Working with the Text Box Control
Topic H: Working with the Command Button Control
Topic I: Working with the Combo Box Control
Topic J: Working with the Frame Control
Topic K: Working with Option Button Controls
Topic L: Working with Control Appearance
Topic M: Setting the Tab Order
Topic N: Populating a Control
Topic O: Adding Code to Controls
Topic P: Launching a Form in Code

Unit 7: Working with the PivotTable Object

Topic A: Understanding PivotTables
Topic B: Creating a PivotTable Using Worksheet Data
Topic C: Working with the PivotTable Objects
Topic D: Working with the PivotFields Collection
Topic E: Assigning a Macro to the Quick Access Toolbar

Unit 8: Debugging Code

Topic A: Understanding Errors
Topic B: Using Debugging Tools
Topic C: Setting Breakpoints
Topic D: Stepping through Code
Topic E: Using Break Mode during Run mode
Topic F: Determining the Value of Expressions

Unit 9: Handling Errors

Topic A: Understanding Error Handling
Topic B: Understanding VBA's Error Trapping Options
Topic C: Trapping Errors with the On Error Statement
Topic D: Understanding the Err Object
Topic E: Writing an Error-Handling Routine
Topic F: Working with Inline Error Handling