



# EXCEL VBA ESSENTIALS

SKILL LEVEL : ADVANCED  
DURATION : 2 FULL DAYS

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## COURSE OVERVIEW

This course is designed to help attendees learn (or enhance their existing ) VBA skills in Microsoft Excel. By the end of this course candidates should be confident to create procedures and controls for controlling the behaviour and appearance of an Excel spreadsheet, create procedures that run in response to specific events, create user forms to accept or display data, validate the data entry in user forms, and debug and handle errors in code. Attendees will also learn how to create custom UDF (User Defined Functions).

### WHO SHOULD ATTEND THIS COURSE

This course is designed for people who need to come to grips with the Visual Basic for Applications component of Excel. This course assumes a high level of proficiency in Excel and that attendees already know how to record and edit a macro.

### COURSE DURATION AND VENUE

- DURATION: 2 full days (9am to 4pm).
- VENUE: Onsite (your premises) or In-house (our premises)



### MINIMUM ATTENDANCE REQUIREMENTS

- Attendees MUST already have Advanced skills in Microsoft Excel.
- Attendees should already have experience in recording and editing macros.

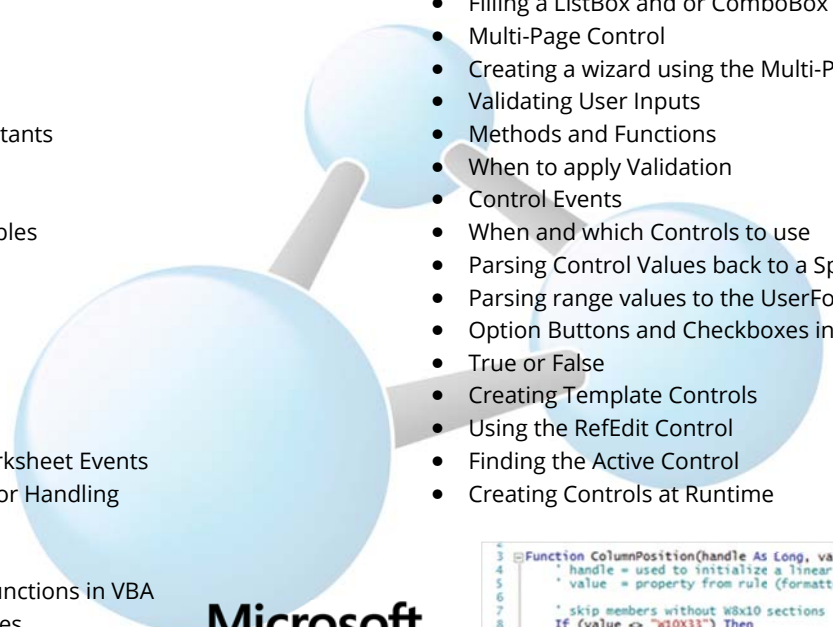
## COURSE CONTENT AND OUTLINE

### PART 1 - LEVEL 1 (DAY ONE)

- The Fundamentals of Excel VBA
- Objects and Properties
- Excel Objects
  - Object Hierarchy
  - Application
  - Workbook
  - Worksheet
  - Range
- Variables and Constants
  - Data types
  - Variable Levels
  - Declaring Variables
  - Constants
- Loops
- Decision Making
  - If / And / Or
  - Select Case
- Dates and Times
- Workbook and Worksheet Events
- Debugging and Error Handling
  - Prevention
  - Runtime Errors
- Excel Worksheet Functions in VBA
  - Specific Examples
  - Excels Built-In Features
  - User Defined Functions
  - Arguments
  - Calculation
- Controls
  - ActiveX
  - Control Toolbox & Control Properties
  - Control Parents

### PART 2 - LEVEL 2 (DAY TWO)

- UserForms Introduction
- Filling UserForm Controls
- Putting Data into Controls
- When to put Data into a Control
- Filling a ListBox and or ComboBox using Loops
- Multi-Page Control
- Creating a wizard using the Multi-Page Control
- Validating User Inputs
- Methods and Functions
- When to apply Validation
- Control Events
- When and which Controls to use
- Parsing Control Values back to a Spreadsheet
- Parsing range values to the UserForm Controls
- Option Buttons and Checkboxes in Detail
- True or False
- Creating Template Controls
- Using the RefEdit Control
- Finding the Active Control
- Creating Controls at Runtime



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```

3  Function ColumnPosition(handle As Long, value As String) As String
4  * handle = used to initialize a linear member
5  * value = property from rule (formatted as a
6
7  * skip members without Wx10 sections
8  If (value <> "W10X33") Then
9      ColumnPosition = ""
10     Exit Function
11 End If
12
13 * initialize linear member from handle
14 Dim memberList As New STFLinearMemberList
15 Dim member As STFLinearMember
16
17 memberList.InitReadOnlyFromHandle handle
18 Set member = memberList
19
20 * get end points
21 Dim startPoint As Point3d
22 Dim endPoint As Point3d
23 member.GetPQPoints startPoint, e
24
25 * format final label "XY = (x,
26 ColumnPosition = "XY = (" + CST
27

```



*What we supply (at no extra charge) when training at your venue*

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support



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