

Excel Macros (VBA) Workshop

2 Day Guided Intervention



Objective

Participants will be able to understand the power of a Excel and the features of Excel in customizing requirements from the clients or day-to-day work. This course is designed for such advanced users of Excel who wish to step ahead of enhancing the built-in features, functions and formulae.

Target Audience

All the persons who knows the advanced features like Logical function (If, And, Nested Ifs, Nested Function & Array Functions), Dynamic List or Table, Usage controls like Combo, List, Option button & etc., and who are all interested in writing coding & automation of excel sheets.

Methodology:

- LCD presentation of the concepts with live exercise and examples
- Hands on experiences (immediate practice of the exercise & examples)
- Doubts and queries almost cleared immediately

Upon successful completion of this course, the participants will be able to

- Work with Macros
- Create Multiple events in macros
- Generate Customized reports
- Work with data across sheets/workbooks
- Extract data and execute macros based on different criteria
- Handle VBA functions
- Validate User interface/forms
- Work Extensively with Objects
- Customize VBA Methods
- Associate Events according to effective execution of every method
- Apply various design-time and run-time properties for objects

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2 Day Content Outline:

Day 1

Session 1

- Macros
 - ❖ Recording the Macros, Edit/Modify & Execute Macros
 - ❖ Macro Security
 - ❖ Create Shortcuts and associate Macros with Events and Controls
- VBA (Writing your own macro)
 - ❖ Introduction to VBA Code
 - ❖ Variables and Data Types , VBA Operators and Operands
 - ❖ Introduction to Procedures & Objects

Session 2

- Using the objects in Excel
 - ❖ Insert the form control (Command, Option, Check , Scroll bar &Etc)
 - ❖ Linking the object to excel
 - ❖ Accessing the function using the object
 - ❖ Understanding the group
 - ❖ Adding new objects

Session 3

- Understanding the event based options
- Understand Programming
 - ❖ Declarations and Definitions
 - ❖ Assignment Statements
 - ❖ Understand Conditional Statements
 - IF
 - Nested IF
 - Select Case

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Session 4

- Understand Loops
 - ❖ For Next
 - ❖ For Each Next
 - ❖ While
 - ❖ Do Loops

Day 2

Session 5

- Working With Objects
 - ❖ Objects and Collections
 - ❖ Working with Workbooks
 - ❖ Working with Worksheets
- Assigning control to macros
- Customizing QAT by macro
- Creating our own TAB in Ribbon

Session 6

- Creating a user defined functions
- Functions by single and multiple inputs
- Getting the outputs in Excel through UDF
- Accessing the Excel function in VBA
- Working With Forms
 - ❖ Creating User forms
 - ❖ The Properties Window
 - ❖ Introduction to Form Controls
 - ❖ Form and Controls Design

Session 7

- Accessing data from Datasheet
- Saving data to excel
- Activate form by macro and coding
- Adding the additional controls
- Difference between TabStrip and Multi Page

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Session 8

- Debugging and Error Handling
 - ❖ Types of Errors
 - ❖ Debugging
 - ❖ Errors and Exceptions
 - ❖ Error Handling Techniques
- Working with ADD-Ins (xla files)
 - ❖ Creating The Add-In File
 - ❖ Where To Install The Add-In
 - ❖ Properties Of The Add-In
 - ❖ Calling Add-In Functions In VBA

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