

TASK AUTOMATION WITH VBA MACRO (MS EXCEL)

INTRODUCTION

Excel VBA, which stands for Excel Visual Basic for Applications, is the name of the programming language of Microsoft Excel. With Excel VBA you can automate a task in Excel by writing a so called Macro

OBJECTIVE

By the end of this course you should be confident to create procedures 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.



OUTLINE

RECORDED MACROS

- 🔗 *Understanding Microsoft Excel macros*
- 🔗 *Setting macro security*
- 🔗 *Saving a workbook as a macro enabled workbook*
- 🔗 *Recording a simple macro*
- 🔗 *Running a recorded macro*
- 🔗 *Viewing a macro*
- 🔗 *Editing a macro*
- 🔗 *Running a macro from the toolbar*
- 🔗 *Assigning a keyboard shortcut to a macro*
- 🔗 *Making a recorded macro more efficient*

RECORDER WORKSHOP

- 🔗 *Preparing data for an application*
- 🔗 *Recording a macro that updates opening balances*
- 🔗 *Recording a macro to open text files*
- 🔗 *Creating objects to run macros*
- 🔗 *Assigning a macro to an object*

UNDERSTANDING VBA

- 🔗 *VBA terminology*
- 🔗 *Working with objects, properties and methods*
- 🔗 *Accessing the Microsoft Excel object model*
- 🔗 *Using the immediate window*
- 🔗 *Working with object collections*
- 🔗 *Setting property values*
- 🔗 *Working with worksheets*
- 🔗 *Using the object browser*

USING THE VBA EDITOR

- 🔗 *The VBA editor*
- 🔗 *Opening and closing the editor*
- 🔗 *Working with the project explorer*
- 🔗 *Working with the properties window*
- 🔗 *Working with a code module*
- 🔗 *Calling one procedure from another*

PROCEDURES

- 🔗 *About procedures*
- 🔗 *Creating a command procedure*
- 🔗 *Making sense of intellisense*
- 🔗 *Using the edit toolbar*
- 🔗 *Commenting statements*
- 🔗 *Indenting code*

USING VARIABLES AND DATA TYPES

- 🔗 *Understanding variables*
- 🔗 *Creating and using variables*
- 🔗 *The scope of variables*
- 🔗 *Procedure level scoping*
- 🔗 *Module level scoping*
- 🔗 *Passing variables by reference*
- 🔗 *Passing variables by value, Data types*
- 🔗 *Declaring data types*

USING MICROSOFT EXCEL OBJECTS

- 🔗 *Application methods and properties*
- 🔗 *Workbook methods and properties*
- 🔗 *Viewing Microsoft Excel and the editor together*
- 🔗 *Using workbook objects*
- 🔗 *Worksheets methods and properties*
- 🔗 *Using worksheet objects*
- 🔗 *Range methods and properties*
- 🔗 *Using range objects. Using objects procedure*

PROGRAMMING TECHNIQUES

- 🔗 *The msgbox function*
- 🔗 *Sending messages to the user*
- 🔗 *Inputbox techniques*
- 🔗 *Using the inputbox function*
- 🔗 *Using if for multiple conditions*
- 🔗 *Looping with known or specified iterations*
- 🔗 *Speeding up looping macros*
- 🔗 *Looping with unknown iterations*

THE EXPERT

Mr Julian



Date	Venue	Early Bird
11-12 th Jul 2018	Plaza Pantai, KL 9-5pm	1 st Jul 2018
3-4 th Sep 2018		24 th August 2018
8-9 th Nov 2018		29 th Oct 2018

FEES	Pax	Before/On Early Bird	After Early Bird
	1	RM750	RM950

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