



# Visual Basic for Excel 2010/2013

(SDF Course Title : NICF - VBA Excel)

## **Course Description**

This 4-day course guides participants in using some of Excel's commonly used formulas. Participant also learns how to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of database development. In this course, participant will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks in Excel 2010/2013 environment.

## **Course Objective:**

Participants will be proficient in using VBA to create macros for automating repetitive tasks in Excel 2010/2013.

## **Prerequisite:**

Prior knowledge of Excel 2007/2010/2013 and especially suitable for participants attended Excel 2007/2010/2013 Intermediate and Advanced course.

## **Certificate Of Attendance :**

Certificate Of Attendance will be awarded to participants completing the course achieving minimum 75% attendance.

## **Who should enroll in this course**

Participants looking to gain the skills necessary to apply VBA to develop macros, format worksheets, create user-interactive macros, work with multiple worksheets, and perform calculations. In addition, participants who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

## **Training Duration:**

Full-time: 4 Weekdays / 4 Sats

Time : 9.30am to 5.30pm

Part Time: 8 sessions

Time : 6.30pm to 10pm  
(twice a week)

## **Course Fee :**

Total Training Fee : S\$740

Regn Fee : S\$30

All Fees subject to GST 7%.

**Course eligible for SDF Grant & Absentee Payroll /  
MCES / WTS / SkillsFuture Credit.**

## **DETAILED COURSE OUTLINE**

### **1. Getting Started with VBA Excel**

- Introducing Visual Basic for Applications
- Displaying the Developer Tab on the Ribbon
- Recording a Macro
- Saving a Macro Enabled Workbook
- Running a Macro
- Editing a Macro in the Visual Basic Editor
- Understanding the Development Environment
- Using Visual Basic Help
- Closing Visual Basic Editor
- Understanding Macro Security

### **2. Working with Procedures and Functions**

- Understanding Modules
- Creating a Standard Module
- Understanding Procedures
- Creating a Sub Procedure
- Calling Procedures
- Using the immediate Window to call Procedures
- Creating a Function Procedures
- Naming Procedures
- Working with the Code Editor

### **3. Understanding Objects**

- Understanding Objects
- Navigating the Excel Object Hierarchy
- Understanding Collections
- Using the Object Browser
- Working with Properties
- Using the With Statement
- Working with Methods
- Creating an Event Procedure

### **4. Using Expressions, Variables and Intrinsic functions**

- Understanding Expressions and statements
- Declaring Variables
- Understanding Data types
- Working with Variable Scope
- Using Intrinsic Functions
- Understanding Constants
- Using intrinsic Constants
- Using Message Boxes
- Using Input Boxes
- Declaring and Using Object Variables

## 5. Controlling Program Execution

- Understanding Control-of-Flow Structures
- Working with Boolean Expressions
- Using the If..End If Decision Structures
- Using the Select Case ..End Select Structure
- Using the Do..Loop Structure
- Using the For..To..Next Structure
- Using the For Each ..Next Structure
- Guidelines for use of Control-of-Flow Structures

## 6. Working with Forms and Controls

- Understanding UserForms
- Using the Toolbox
- Working with the UserForm Properties, Events, and Methods
- Understanding Controls
- Setting Control Properties in the Properties Window
- Working with the Label Control
- Working with the TextBox Control
- Working with the Command Button Control
- Working with the Combo Box Control
- Working with the Frame Control
- Working with Option Button Controls
- Working with Control Appearance
- Setting the Tab Order
- Populating a Control
- Adding Code to Controls
- Launching a Form in Code

## 7. Working with the PivotTable Object

- Understanding PivotTables
- Creating a PivotTable using Worksheet Data
- Working with Pivot Objects
- Working with the PivotFields Collection
- Assigning a Macro to the Quick Access Toolbar

## 8. Debugging Code

- Understanding Errors
- Using Debugging Tools
- Setting Breakpoints
- Stepping through Code
- Using Break Mode during Run mode
- Determining the value of Expressions

## 9. Handling Errors

- Understanding Error Handling
- Understanding VBA's Error Trapping Options
- Trapping Errors with the On Error statements
- Understanding the Err Object
- Writing an Error-Handling Routine
- Working with Inline Error Handling

## 10. VBA Macros Security and Protection in Excel

- Password Protecting the code
- Hiding and very hiding Worksheets
- Protecting the Sheet
- Protecting the Workbook
- Password Protecting a single VBA Procedure



NICF - VBA Excel



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