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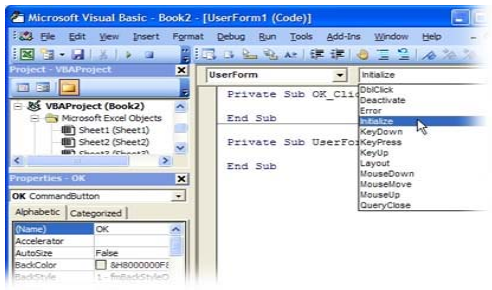

Visual Basic for Excel 2003

Course Description

This 3 days 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 2003 environment.

Course Objective:

Participants will be proficient in using VBA to create macros for automating repetitive tasks in Excel 2003

Prerequisite:
Prior knowledge of Excel 2003 and especially suitable for students attended Excel 2003 Intermediate and Advance course.

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

Who should enroll in this course
Students 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, students 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: 3 Days Time : 9.00am to 5.00pm
Part Time: 6 sessions Time : 6.30pm to 10.00pm (twice a week)

Course Fees :
Course Fees : S$499
Regn Fees : S$25

DETAILED COURSE OUTLINE

Getting Started

- Introducing Visual Basic for Applications
- Recording a Macro
- Running a Macro
- Editing a Macro in the Visual Basic Editor
- Understanding the Development Environment
- Using Visual Basic Help
- Closing the Visual Basic Editor

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 Procedure
- Naming Procedures
- Working with the Code Editor

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

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

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

Working with Forms and Controls

- Understanding UserForms
- Using the Toolbox
- Working with UserForm Properties, Events, and Methods
- Understanding Controls
- Setting Control Properties in the Properties Window
- Working with the Label Control
- Working with the Text Box 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

Working with the PivotTable Object

- Understanding PivotTables
- Creating a PivotTable
- Working with the PivotTableWizard Method
- Working with PivotFields
- Assigning a Procedure to a Custom Toolbar

Debugging Code

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

Handling Errors

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