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Excel 365

VBA Course Manual Outline

Objectives:

This course is designed for existing advanced Excel users who want to learn how to increase their productivity in Excel by learning to create custom forms and code in VBA.

Content

Chapter 1: Working with Templates

A template is useful if you are re-creating a workbook on a repetitive basis, where the content and formatting of the workbook may be similar to one that you have previously created. A template can reduce repetition by allowing you to create a new workbook based on an existing workbook model. Templates contain unvarying information - for example, a wage sheet where staff names, hourly rates, tax rates and the days of the week have already been entered

Chapter 2: Understanding Macros

Macros are an excellent tool in lessening repetition in Excel. If you find yourself repeating things over and over again, you can write a macro that will in effect, do the repetition for you, thus speeding up your productivity and shortening man-hours needed on a specific project

Chapter 3: Learning to write Code

This chapter covers writing code in VBA. It explains the VBE screen and looks at how the macro recorder creates the VBA code. It shows how to insert modules, forms and procedures and how the VBE helps the user to write the code using the Auto complete function, how to indent and comment code and how to use the right-mouse button to help with writing code

Chapter 4: Working with Objects, Properties, Methods and Events

Understanding Object, Properties, Methods and Events are essential to understanding Visual Basic code. This chapter explains each of these aspects of VBA as well as using the Range and Selection objects in a variety of procedures.

Chapter 5: Code behind Forms

Forms are a way of making your template interactive with the user. They enable the user to fill in text boxes and click command buttons which in turn run your VBA code that is contained inside your form. This chapter introduces form design and CBF (code behind forms)

Chapter 6: Understanding Variables

Variables are a way of saving temporary data while running your code. Understanding how variables and constants work in VBA enable the user to create powerful code in order to populate and format worksheets.

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Chapter 7: If statements and Looping

If statements have always been useful in Excel. This chapter introduces the IF decision structure in VBA code, enabling the user to re-direct the code according to a choice made by the person running the code. Looping structures are another way of making the user direct the flow of the macros.

Chapter 8: Debugging and Error trapping

Debugging and Error Trapping are essential in writing good code. They ensure that your user is not pushed into the visual basic code should an error occur. Debugging techniques are a powerful way of ensuring that the code that is written is bug free and error friendly.

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