



Let's Reach For Excellence!

TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

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Microsoft Excel VBA and Macros

Basic Skills

Duration: 02 days

Learning VBA for MS Excel, will allow you to automate existing things you do in Excel, so that you can save time and make your life easier. Excel VBA can help you do your work faster. It can also help you expand the true power of Excel in ways you never thought possible.

- Write VBA Code to automate the things you do in Excel
 - Use VBA Code to do things in Excel that otherwise wouldn't be possible
 - Save precious time at work by automating repetitive Excel tasks
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AUDIENCE

- Anyone that uses MS Excel with no prior programming knowledge or VBA knowledge

COURSE OUTLINE

Lesson 1: What Is Excel Macros?

Lesson 2: What Is VBA?

Lesson 3: Getting Started With Excel VBA

- Enable the Developer tab
- Security issues
- Save a macro

Lesson 4: Recording A Macro

- User Interface
 - Window elements
 - Standard toolbar
- Editing the code

Lesson 5: Workbooks Object

Lesson 6: Worksheets Object

- Sheets.Add method
- Sheets.Copy method
- Sheets.Delete method
- Rename a worksheet
- Hide/ Unhide sheets

Lesson 7: Range Object

- Refer to Cells and Ranges by Using A Notation
- Range properties and methods

Lesson 8: Worksheet.Cells Property

Lesson 9: Declaring Variables And Data Types

- Data types
- Declaring variables
- Assign a value to a variable

Lesson 10: Using If...Then...Else Statements

- Running statements if a condition is True
- Running certain statements if a condition is True and running others if it's False

- Testing a second condition if the first condition is False

Lesson 11: With...End With Statement

Lesson 12: Loops

- Using For...Next statements
- For Each...Next statement
- For Loop Step
- Nested For Loop
- Exit For
- Do...Loop Statement

Lesson 13: Auto Filter And Copy Pasting To New Sheet

Lesson 14: Consolidate Multiple Worksheets Into One Master Sheet

Lesson 15: Sub And Function

Lesson 16: User Defined Function (UDF)

- Function Definition
- Calling a Function

Lesson 17: Creating pivot tables with VBA

Lesson 18: Looking at examples of VBA procedures that create pivot tables

Lesson 19: Using VBA to create a worksheet table from a summary table

Lesson 20: Discovering essential background information on Excel charts

Lesson 21: Knowing the difference between embedded charts and chart sheets

Lesson 22: Understanding the Chart object model

Lesson 23: Using methods other than the macro recorder to help you learn about Chart objects

Lesson 24: Exploring examples of common charting tasks that use VBA

Lesson 25: Navigating more complex charting macros

Lesson 26: Finding out some interesting (and useful) chart-making tricks

Lesson 27: Working with Sparkline charts