

Grapevine Computing

Excel – Improve Efficiency with VBA Programming

Duration: One day

Overview- This course will look at techniques to improve the efficiency of Excel users. The delegate will use both the macro recorder and the VBA screen to automate and speed up everyday tasks. The delegate will use combo boxes, drop down boxes and option buttons to automatically update fields based on the input criteria entered in other fields and then use macros to automate processes such as copying data and printing invoices. The user will also look at the visual basic code behind the application to rearrange or amend data within spreadsheets. The delegate will also create custom functions and write simple VBA to manipulate data imported into Excel.

Who Should Attend – Users should be competent users of Excel wanting to automate aspects of work within Excel

Content

Using the Macro Recorder

- Absolute and relative referencing
- Recording macros
- Running macros
- Assigning shortcuts to macros
- Creating macro buttons

Customising Excel

- Adding buttons to the QAT/menu
- Adding command buttons to the spreadsheet

Creating Custom Functions

- Creating user defined functions
- Storing user defined functions
- Using user defined functions
- Adding help messages

VBE Window

- Viewing VBA code
- Editing VBA code
- Using modules
- Indenting code
- Using comments
- Calling macros

Working with VBA code

- Working with variables
- Creating Dim statements
- Using formulas
- Manipulating columns
- Protecting and unprotecting spreadsheets with code
- Simple if else statements
- Simple Do Loop statements
- Using the offset commands
- Commands for printing
- Commands for formatting

User Forms

- Adding labels and text boxes
- Adding command buttons
- Adding combo boxes and check boxes
- Initialising a form
- Coding command buttons
- Opening and closing forms automatically
- Enabling the controls
- Coding controls to manipulate and transfer data.

