

Training Specification

Course: Microsoft Excel 2003 Macros

Duration: One-Day

COURSE OBJECTIVES: This course covers automation and customising of Excel using macros and screen items (such as buttons and menus). Delegates learn how to write macros using VB code and assign macros to screen items.

WHO SHOULD ATTEND: Excel users who, at intermediate or advanced level, want to learn how to speed up and automate their work (or other users' work) in the application using macros.

EXPERIENCE NEEDED: Delegates should have a good grounding in Excel (any version) and be familiar with absolute Vs relative cell referencing, functions and formula syntax and sheet linking. Familiarity with the macro recorder would be an advantage..

COURSE CONTENTS:

1: Introduction and the Macro Recorder

- Introduction
- Demonstration
- Recording a macro
- Recording a macro with absolute references
- The personal macro workbook
- Assigning shortcut keys
- Deleting macros
- Recording a macro with relative references

3: Objects and Dialog Boxes

- Introduction to objects
- The object browser
- Using the object browser and searching
- Built-in dialog boxes
- User defined dialog boxes (message boxes and input boxes)

2: Creating and Editing Macros With VBA

- Macro Functions
- Macro storage concepts
- The VBA program (the VB editor)
- The program components
- Storing and handling macros (modules)
- Introduction to editing code
- Copying and pasting procedures
- Linking procedures together
- Create and use a user-defined function
- Auto-executable macros

4: Introduction to Controls

- Assigning macros to toolbar buttons (icons)
- Customising the excel screen
- Worksheet controls
- User forms
- Custom menus

Appendix A: Selected VBA Procedures

IF...THEN...ELSE (Conditional Control Structure)
SELECT CASE (Branching)
The DO...LOOP control structure
The FOR...NEXT control structure

Appendix B: Course Exercises

Exercise 1: Case Changer Macros
Exercise 2: Change Object Properties
Exercise 3: Copy Macros
Exercise 4: Custom Menus
Exercise 5: Input Boxes
Exercise 6: Linking Macros
Exercise 7: Message Boxes (MsgBox)
Exercise 8: User Defined Functions

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