

Excel 2000 - 2003 Level 3 - VBA

2-day course
Course Code: S1N3V

Who should attend?
Prerequisites

This course is intended for participants who are familiar with Excel 2000 - 2003 Level 2

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Understand key concepts that will be used to build custom solutions using Microsoft Excel VBA Macros
 - Become familiar with basic macro techniques for recording, writing, running, and maintaining a macro
 - Understand how Visual Basic for Applications is incorporated, used, and modified in Microsoft Excel
 - Learn how to design and layout a user form and controls to create a customized dialog box to simplify data entry
 - Understand how to prepare an Excel Workbook containing macros and toolbars, for deployment to other users and machines
 - Learn to customize macros with VBA source code to automate data entry tasks and enable source code protection
 - Learn to enhance source code with variables, constants, and logical operators
 - Learn to handle the three types of errors that can be generated when working with source code
 - Learn to access external data by using ActiveX Data Objects
 - Learn to use Excel as an automation server to control Excel objects externally outside of the application.
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Course Content

Building Solutions

Course Overview; Solution Concepts; Data Entry Concepts; Macro Concepts; Programming Concepts;

Macro Basics

Planning Macros; Recording Macros; Executing Macros; Maintaining Macros;

VBA Programming Basics

Understanding Objects; Using the Visual Basic Editor;
Understanding VBA Code; Executing VBA Code; VBA Help
Reference;

VBA User Form Basics

Planning User Forms; Designing User Forms;

Deployment Basics

Preparing for Deployment; Code Security; Creating Custom
Toolbars;
Creating Custom Macro Buttons; Attaching Toolbars;

Customizing Macros

Prompting for User Input; Automating Data Entry; Recording
Absolute vs. Relative References; Protecting VBA Source Code;

Enhancing VBA Code

Writing Source Code; Variables and Constants; Writing Tips;
Logical Operators; Flow Control;

Handling Errors

Handling Errors; Syntax Errors; Logical Errors; Run-Time Errors;

Accessing External Data

External References; ActiveX Data Objects Concepts; Connecting
to a Database; Retrieving Records from a Database;

Excel Automation

Automation Concepts; Working with Object Models; Excel's Object
Model; Automating Excel with VBScript;