

ON LINE SERVICES

Computer Training & Support

Visual Basic for Applications

Course description

Overview: Students will learn to create and edit macros, and gain an understanding of VBA code.

Benefits: Students will examine sample code, learn how to create macros from scratch, and add to previously created macros.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- * Run macros and explain the basics of a Visual Basic Module.
- * Create relative and absolute recorded macros and assign macros to various objects in a workbook.
- * Write procedures that test conditions and then run only certain statements based on the results.
- * Write procedures that execute one or more lines of code repetitively.
- * Store Excel macros so they are available in any workbook.
- * Create macros in Word 97.
- * Create macros that interact with the user.

Course content

Lesson 1: Introduction to Visual Basic for Applications

Running a macro
Recording a macro
Examining module design

Lesson 2: Assigning macros

Specifying the location of recorded macros
Assigning macros to menus, buttons, and toolbars

Lesson 3: Creating decision-making code

The If...Then decision structure
The If...Then...Else decision structure
The Select Case decision structure

Lesson 4: Using loop structures

Using a For...Next statement
Using a Do...Loop statement
Using a For Each...Next statement
Overview of debugging

Lesson 5: Macro management

Personal Macro Workbook
Assigning Sub procedures to run automatically

Lesson 6: Recording a macro in Word 97

Running a macro
Recording a macro

Lesson 7: Interactive macros

Creating a custom message box
Creating a custom input box
Extracting data from Excel

Appendix A: Using macros in PowerPoint and Access

Using macros in PowerPoint
Using macros in Access

Appendix B: Debugging and testing code