

## Contents of the Spreadsheet Owner's Excel VBA Workshop

### Course objectives

#### VBA – An overview

- VBA vs. Standard Excel Functionality
- Should I Use Excel Functions or VBA Code?
- When should I use VBA?
- Should I use Excel at all?

#### The Macro Recorder

- Personal Macro Workbook
- Viewing your code in the VBE

#### The Visual Basic Editor's Code Window

- Making your code generic

#### Intellisense

- Using Intellisense for Parameters & Constants

#### VBA fundamentals: Objects

- The Workbook, Worksheet and Range Objects
- Defining Objects
- Defining Workbook and Worksheet Objects
- Defining a Worksheet Range
- Implicit and Explicit declaration of objects

#### Method & Property Examples

- Worksheets
- Ranges
- Workbooks

#### Variables, Arrays & Constants

- Standard Variables
- Object Variables
- Why bother pre-defining Variables?
- Setting & Using Variables
- Arrays
  - Declaring Arrays
  - Populating Arrays

#### Control Structures & Program Flow

- IF (Elseif, Else)
- Select Case()
- For Next Loop
- For Each Loop()
- Do Until Loop and Do While Loop
- With, End With
- Nesting Code

#### Scope & Code Location

#### Functions, Routines & Arguments

- Definitions
- Passing Parameters to a Function
- Multiple and Optional Parameters
- Passing Parameters back and forth between Routines

## **Error Handling**

### **The VBE in detail**

### **Manipulating Text**

### **Triggering code with Events**

Events with Parameters

### **Interacting with the user**

Msgbox

Application.StatusBar

### **Using the generic toolbar and userform workbook**

Legal Stuff

Toolbars / Toolbar buttons

Adapting the generic userform to your requirements

Modal / Modeless Userforms

### **Looking at projects**

The three elements of every Excel VBA project

How to spot a well (or badly) designed system

### **The Nine Point Project Plan**

Before you start

Planning

1. Best approach?
2. How can that be done?

Confirming

3. Proof of Concepts
4. User Interface

Coding & Designing

5. Output
6. Input
7. Data Manipulation

Finalising

8. Final User Testing
9. Handover

### **VBA & Charts**

### **Getting additional help**

Top 5 Excel Resources

### **Designing for a client**

**Please contact [ExcelForManagers.com](http://ExcelForManagers.com) with any queries or for more information on running this workshop in your organisation.**

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