

Course Title: VBA Excel (Version : 2013/16)

Duration : 2days

Microsoft Office is a powerful package which consists of Word, Excel & Power Point. VBA is used to enhance MS Office tools. This two days VBA program exposes the participants to many of the important things that are useful to create a professional MIS report and which not possible by using Excel tools. It will help them in saving their huge time.

Program Objectives

Upon completion of this two days program, the participants will be able to:

- Create sophisticated MIS Report
- Save huge amount of time
- Automate MIS Report
- Designing Tabs
- Designing front end by using Forms
- Creating their own Add Ins as per requirement

Audience

People across functions and across organizational hierarchies will benefit from this program.

Pre-Requisites

Participants should have good familiarity with Microsoft Excel and their functioning. More specifically, they should know what the limitations of Excel tools are.

Course Outline

- **Introduction to VBA**
 - Why **use** VBA?
 - The VBA environment
 - The VBA editor
- **VBA Terminology**
 - Modules and procedures
 - Different types of Modules
 - Components of your Code
 - Objects, Properties, and Methods
- **Understanding Data Types, Variables and Operators**
 - Working with variables
 - Working with constants

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Working with operators and expressions

- **Working with functions**

Mathematical functions

Date and time functions

String functions

Excel specific functions

- **Function procedures**

Creating a user defined function

Using the function procedure in excel

Using arguments in functions

Calling Function into a procedure

- **Decision structure in VBA**

IF-ENDIF

IF ELSE ENDIF

IF ELSIF ELSE ENDIF

More on comparison operators

- **Working with looping**

Do loop

Do until

Looping at least once

For Next

Selection With

- **Error handling**

Working with error handling routines

Existing an error trap

- **Working with objects**

Properties of objects

Objects as containers of other objects

- **Working with individual cells**
 - Using Cell object
 - Changing properties of cells
- **Working with Worksheet objects**
 - Worksheet objects and methods
 - Creating new worksheets
- **Working with Range objects**
 - Defining the range
 - Run time range input from user
- **Working with workbook objects**
 - Workbook objects and methods
 - Creating a new workbook
- **Chart objects**
 - Working with chart objects
 - Changing chart properties
- **Creating Add Ins in VBA**
 - Making Add-Ins
 - Setting properties of Add-Ins
 - How to use user created Add-ins in Excel
- **Dialog boxes(User Forms)**
 - Creating dialog boxes
 - Setting properties for controls
 - Working with groups and option buttons
- **Working with toolbars and Tabs**
 - Creating tabs in ribbon
 - Creating group in tabs
 - Assigning Macros is tabs
 - Adding Macro in Quick Access Toolbars

- **Managing information with VBA**
 - Setting up the database In Excel
 - Pulling Excel data into form
 - Sending Form input to the Excel sheet/file
 - Setting Validation into Form's field
 - Setting up the database In MS Access
 - Extracting & pushing data into Access

