



computer training options

VBA Excel 2007

Introduction:

The skills and knowledge covered in this course are sufficient to create VBA applications in Microsoft Excel 2007.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- Use the Visual Basics for Applications terminology and start Visual Basic Editor.
- Save workbooks in a Macro-enabled file format, work with object properties and methods, attach code to events and buttons, and use the Object Browser to get information about objects.
- Use the variables of relevant data types, manipulate data by using expressions, get input from the user, declare and use variables of correct scope, declare and use procedures of correct scope, create Sub and Function procedures, and call one procedure from another.
- Use decision structures to create procedures that execute code.
- Use loop structures to execute specific code repeatedly.
- Add a user form to your project and add controls to the user form, handle events attached to controls in a user form, and validate the data entry in the controls.
- Identify compile-time, run-time and logical errors in code, use the debugging tools, and write error-handling code to trap errors.

Course Content:

- Visual Basic Editor
- Programming basics
- Control structures
- Custom dialog boxes
- Debugging and error handling

Target Audience:

This course is primarily designed for people who need to know how to program applications for Microsoft Word 2003 using Visual Basic for Applications.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1 300 667 660 Email: training@cto.com.au Web: www.cto.com.au



computer training options

VBA Word 2007

Visual Basic Editor

1. Visual Basic for Applications
2. Object programming
3. The object Browser

Programming basics

1. Data basics
2. Scope of variables
3. Scope of procedures

Control structures

1. Decision structures
2. Loop structures

Control structures

1. Using decision structures
2. Using loop structures

Custom dialog boxes

1. User forms
2. Events

Debugging and error handling

1. Errors
2. Debugging
3. Error handling

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au