

This course covers the following topics (any items marked with a * will be covered if time allows):

<p>Recording macros and buttons</p> <ul style="list-style-type: none">• Absolute and relative recording• Where macros can be stored• Assigning macros to buttons <p>Selecting cells</p> <ul style="list-style-type: none">• Selecting cells (absolute)• Selecting cells (relative)• Selecting to the end of a block• Selecting a range by its corners <p>The VB code editor</p> <ul style="list-style-type: none">• Using Project Explorer• Creating modules• Basic subroutines and comments <p>Messages and variables</p> <ul style="list-style-type: none">• Input boxes and message boxes• Declaring variables• Option Explicit• Scope of variables• Constants	<p>Visual Basic explained</p> <ul style="list-style-type: none">• The Excel object model• Objects and collections• Methods and properties• Getting help in VBA <p>Loops and conditions</p> <ul style="list-style-type: none">• Simple IF conditions• Multiple IF and SELECT / CASE• Three main types of loop <p>Looping over collections</p> <ul style="list-style-type: none">• Object variables• Looping over collections <p>Event handling</p> <ul style="list-style-type: none">• Assigning macros to events• Cancelling events	<p>Functions</p> <ul style="list-style-type: none">• Declaring functions• Passing arguments <p>Debugging and error handling</p> <ul style="list-style-type: none">• Setting breakpoints• Stepping through macros• ON ERROR statements <p>Forms</p> <ul style="list-style-type: none">• Drawing forms• Attaching macros to controls• Validating form input <p>Referencing other applications (*)</p> <ul style="list-style-type: none">• Links to Word or Access• Working with files and folders
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There will be no more than 6 people on the course. We strongly recommend the use of a second monitor for this training. For more information, see www.wiseowl.co.uk/vba-macros/online/microsoft-excel-macros/.