

MICROSOFT EXCEL MACRO COURSE CONTENT

SECTION 1: CREATING RECORD MACROS

- Recording a Macro
- Running a Macro
- Running a Macro from the Macros Dialog Box
- Creating a Short-cut key to run a macro
- Running a Macro with a Shortcut key
- Assigning a Macro to a Menu or Toolbar
- Editing a Macro with Visual Basic

SECTION 2: VISUAL BASIC EDITOR

- Objects
- Methods
- Properties
- Programming Tools
- The Menu Bar

SECTION 3: THE PROJECT EXPLORER

- Using the Project Explorer

SECTION 4: USING CONSTANTS

- Excel Constants
- Variable Constants

SECTION 5: EXCEL OBJECTS

- Objects, Properties and Methods
- Getting & Setting Properties
- Calling Methods
- Passing Arguments
- Singular Objects & Collections of Objects

SECTION 6: USING VISUAL BASIC FUNCTIONS

- InputBox Function
- MsgBox Function
- Using a Set Statement

SECTION 7: BUILDING FORMULAR CONTROL STRUCTURES

- If Then Decision Structures

- Logical Operators
- Select Case Decision Structures
- Case Else
- Comparison Operators with Select Case Structure
- For Loops
- Do Loops
- While...Wend Statement

SECTION 8: RUNNING CODE

- Run mode and Design mode
- Running Code from the development environment
- Running Code from the host application

SECTION 9: THE PROPERTIES WINDOW

- Changing a Property

SECTION 10: VARIABLES

- Dimensioning a variable
- Using variables in routines
- Object Variables

SECTION 11: USERFORMS

- Designing & Creating Forms
- Working with Controls
- Creating Custom Dialog Boxes
- Userform Properties Methods & Events

SECTION 12: EVENT HANDLING

- VBA Editing & Debugging
- Auto Macros
- Error Handling

SECTION 13: CONNECT EXCEL TO OUTLOOK

- Connect to Outlook using VBA
- Query to retrieve Mail From, to and CC address
- Retrieve Mail Subject and Time
- Retrieve Mail Attachment
- Practice Sessions