



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Excel Level 4

Duration: 1 Day

Objectives: This course is designed for people who want to automate common worksheet tasks, convert worksheets into Forms and understand Microsoft Excel VBA code.

Prerequisites: This course is aimed at existing users of Microsoft Excel who have attended the Microsoft Excel Level 1, Level 2 and Level 3 course or who have an equivalent knowledge of the application.

Introduction to Visual Basic

- Running a macro
- Recording a macro
- Examining module design

Assigning Macros

- Specifying the location of recorded macros
- Assigning shortcut keys to macros
- Assigning macros to menus
- Assigning a macro to a button on a sheet

User Defined Functions

- Creating User Defined Functions
- Using Constants

Creating Decision Making Code

- The IF... Then
- The IF... Then... Else
- The Select Case

Using Loop Structures

- Using For... Next Statement
- Using Do... Next Statement
- Using Each... Next Statement

Interactive Macros

- Creating a custom message box
- Creating a custom input box
- Dialog Sheet

Debugging and Testing

- Overview of Debugging
- Overview of Testing

Macros Management

- Personal Macro Workbook
- Sub Procedures to run automatically