

Microsoft Excel 2002

Course Level	: Programming
Course Duration	: 2 days
Prerequisites	: Attendance on Advanced Course or equivalent experience



- Control Structures
 - Conditional Control
- Structures
 - Looping Control Structures
 - Non structured statements
 - Sub Procedures

▼ Course Content

○ Course Objectives

○ Using Macros

- What is a macro?
- Recording a macro
- Relative Recording
- Editing a macro
- Running a macro
- Assigning macros to menus
- Assigning macros to toolbars
- Assigning macros to buttons
- Creating Macro Buttons
- Assigning a Macro to a Macro button

○ Editing Macros

- Recording into an existing macro
- Inserting Comments into procedures
- Printing a Visual Basic Module

○ The Range Object

- Cells Method
- Range method
- Flexible ranges
- Virtual worksheets
- Range contents

○ Workbooks and Sheets

- Activating a Workbook
- Activating a Worksheet

○ Objects, Properties and Methods

- What is an Object?
- What is a Property?
- What is a Method?
- Controlling objects with their properties
- Performing actions with methods
- Performing multiple actions on an object

○ Variables and Constants

- What is a Variable?
- Using Variables
- Data types
- What is a Constant?
- Using Constants

○ Controls and Dialog Boxes

- Custom Dialog Boxes
- Controls
- Assigning procedures to a dialog box

○ Settings Files

- Storing Information
- Declaring Functions and Subs

○ Menus, Toolbars, Display

- Customised menus
- The Menu editor
- Storing the menu system
- Managing Menus with Visual Basic
- Toolbars, Tooltips and Display

○ Debugging and Error Trapping

- Errors
- Break Mode
- Instant Watch
- Stepping
- Error Handling

○ Event Triggered Procedures

- Creating Automatic Procedures
- Creating OnEvent Procedures
- Disabling Events

○ Workshop