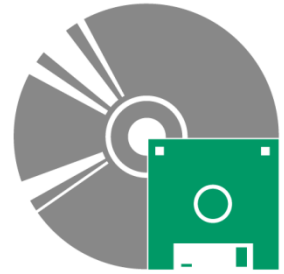


# Microsoft Office

## Excel 2007 Visual Basic for Applications

### 1-Day Introduction Course

The topics listed below are included in a standard Microsoft Excel Visual Basic for Application course. On request, we will tailor client specific introduction courses to meet your requirements, please contact us for further details.



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## COURSE OUTLINE

### Introduction to Macros

- Record, run and delete macros
- Absolute and Relative recording
- Range names and macros
- Run macros from Quick Access Toolbar
- Run macros from spreadsheet buttons
- Macro security

### The Visual Basic Editor

- Add the Developer ribbon tab
- Visual Basic Editor components
- Visual Basic Editor options

### Viewing and Editing Macros

- Subroutines
- Editing and printing macros
- Macro comments and documentation
- Changing properties
- Eliminating unnecessary recorded code

### Macro Techniques

- Select macros
- Range names
- Using GoTo
- Relative references in macro code
- Continuation, text join and line feed characters
- Printing a visual basic module

### Objects, Properties and Methods

- Defining and using objects, properties and methods

### Variables

- Rules for naming variables
- Declaring variables
- Variable data types
- Constants

### Interactive Macros

- Input boxes
- Message boxes

### Simple Rules for Writing Macros

### Summary Guide to Useful Objects, Methods and Properties

## WHO SHOULD ATTEND

Experienced users of Excel who want to begin to use or better understand the role of Visual Basic for Applications to automate their spreadsheets.