

Course Outline - **Microsoft Excel Visual Basic**

Aims: To illustrate how to use macro programming to speed repetitive tasks when employing Microsoft Excel

Pre-requisites: Delegates **MUST** be familiar with the use and exploitation of Microsoft Excel at an advanced level

Duration: Three Days

What is a Macro?

Assigning Macros to Buttons and Objects

Editing Macros

The Range Object

Workbooks and Sheets

Objects, Properties and Methods

Variables and Constraints

Handling Text

Conditional Control Structures

Looping Control Structures

Controls, Dialogue Boxes and Forms

Display

Debugging and Error Trapping

Function Procedures

Microsoft Access Recordsets

Creating Word Documents

Sending Mail with Outlook

Naming Conventions

